

DRIVE OREGON

Position: Executive Director

Closes: Oct. 10, 2011 at 11:59pm Pacific Time



Opportunity

Drive Oregon, the state's industry association for electric vehicles (EVs) and components, is seeking an Executive Director (ED). This is a full-time position, and the ED reports to the Board of Directors. Drive Oregon is a coalition of companies and interest groups engaged in the EV industry and transportation electrification. Drive Oregon consists of companies that develop and produce vehicles and components, perform conversions, and provide consulting services for hybrid and electric vehicles and energy storage technologies.

Drive Oregon's mission is to catalyze the growth of Oregon's electric vehicle industry to ensure Oregon develops and maintains its competitive advantage and maximize the economic development potential of this emerging industry. Drive Oregon's values:

- Innovation
- Economic Growth
- Sustainability
- Leadership
- Quality

A core group of industry members have served as the interim Board of Directors and successfully positioned the organization to receive support via the Oregon Innovation Council (Oregon InC). In addition, an interim leadership team has done initial work in getting the organization up and running. The organization now needs a full-time ED to accelerate the growth of the organization, achieve the outcomes associated with the Oregon InC funding, and help grow EV-related jobs and businesses in Oregon.

Responsibilities

The ED will be responsible for the overall management and operation of the organization, including interfacing with the Oregon Innovation Council. The ED will engage the Board, members, supporters and other stakeholders to raise the visibility of the industry, develop collaborations, and attract additional financial and other resources required to achieve the organization's mission and transition the group to a mature organization.

The position calls for a strategic and results-oriented professional with proven organizational leadership experience and commitment to Drive Oregon's mission and values. The ED must be a strategic leader, strong communicator, skillful manager and an outstanding collaborator.

As a spokesperson for Oregon's EV industry, the ED will play an important role in positioning Oregon to become a leader in EVs and related technologies. Proven experience in and knowledge of EV issues are strongly preferred. The candidate will possess the ability to communicate effectively with a variety of constituents and stakeholders including industry professionals, elected officials, foundation leaders, Board members, donors, staff and volunteers.

The candidate will be an experienced and successful fundraiser who is comfortable with and eager to participate in solicitation of outside funding from foundations, federal agencies, the private sector and other sources. The successful candidate will have experience in fundraising in a nonprofit organization and will be familiar with nonprofit management, grant writing, reporting, finance and operations.

Specific responsibilities include

- Guiding and overseeing the strategic direction of Drive Oregon
- Further defining and institutionalizing Drive Oregon's structure and operational model
- Fundraising including leading grant proposal development
- Preparing and tracking finances including annual budgets, reporting and accounting
- Membership recruitment and retention including managing all forms of member communications
- Advocating for Drive Oregon's mission and members with the state and federal governments
- Recruiting, motivating and managing staff, interns and/or contractors
- Facilitating partnerships between Drive Oregon members and the Oregon University System
- Communicating the vision and value of Drive Oregon to public agencies and officials, businesses, the general public and other stakeholders
- Building relationships and working with related organizations to broaden the base of support for the EV industry as a whole as well as Drive Oregon specifically
- Planning and managing Drive Oregon events and activities – ensuring that all events are well planned, successfully implemented and meet budget requirements as well as managing appropriate follow ups
- Tracking performance against metrics in organizational strategic plan and contract with Oregon InC
- Providing performance updates and regular reporting to the Board and Oregon InC
- Creating and implementing a dynamic marketing and public relations strategy

Qualifications

- Demonstrated strategic planning, leadership and operational skills
- Fundraising experience
- Experience with and passion for the transportation electrification industry preferred
- Proven management and leadership experience (7+ years preferred)
- Advocacy experience including navigating various agencies and levels in the public sector as well as high levels of the private sector
- Marketing experience
- Ability to manage the day-to-day affairs of an organization
- Ability to effectively multi-task, with exceptional time management skills.
- Outstanding ability to build and maintain relationships with diverse stakeholders
- Experience working with a Board of Directors
- Outstanding written and oral communication, listening and presentation skills
- Availability/Flexibility to work long and/or odd hours and to travel
- Trade association/non-profit experience preferred

Education

Bachelors degree required. Advanced degree highly desired.

Questions to address in cover letter

Please include brief responses to the following questions in your cover letter (no more than 3 pages).

1. What would be your highest priority on day one as Drive Oregon ED?
2. What do you think would be the challenges and rewards for you in this role?
3. Describe one initiative you would launch in your first year in this role.
4. What previous experience in EV-related organizations and/or industry associations do you have?

Salary commensurate with experience and results in and alignment with related industry. Relocation assistance will be considered. Email your cover letter and resume to jobs@driveoregon.org.