

## **Oregon Folklife Network: Executive Director Search Full Job Announcement**

The Oregon Folklife Network (OFN), Oregon's designated folklife organization, is recruiting a full-time Executive Director (pending funding). Based at the University of Oregon in Eugene, the OFN's mission is to document, sustain, and promote Oregon's folklife and cultural heritage through research and public programming. The Executive Director is responsible for overseeing the overall professional operations of the OFN through effective program implementation, staff management, strategic planning, network development, and financial development in order to achieve the Network's mission.

### **DUTIES AND RESPONSIBILITIES**

#### **1. Support OFN's Mission**

- Promote cultural and educational experiences for evolving and diverse Oregon communities.
- Promote the growth, public image, and increased awareness of the OFN by clearly articulating and supporting its mission, vision, programs, and acting as a primary spokesperson in collaboration with the Directors of the Folklore Program, Arts and Administration Program, and UO Libraries Special Collections, OFN Advisory boards, and Network partners.
- Oversee documentation and archiving related to OFN projects.
- Mentor and supervise OFN's staff, interns, and volunteers.
- Oversee technological resources.
- Management of fiscal resources.
- Make national, regional and local presentations to advance the mission of the OFN.

#### **2. Communications and Revenue Enhancement**

- Work with members of the OFN to identify stakeholders, develop strategies, and define how key messages will be delivered to various individuals and institutions in order to maximize visibility.
- Develop a communication plan to market all OFN programs, activities, and events.
- Promote effective communication with OFN's constituencies, volunteer groups, other cultural organizations, public agencies, government agencies, and the general public.
- Work with the Directors of the Folklore Program, Arts and Administration Program, and Special Collections (UO Libraries) to prepare and adhere to a yearly development plan to generate revenue as established by the budget.
- Work with the OFN and UO Development to coordinate fundraising activities, sponsorships, and cultivation of donors.
- Prepare and submit grant applications and reports to foundations, corporations, and government agencies.
- Work with partners to mobilize resources across the network.

#### **3. Strategic Planning and Action Plan Implementation**

- Take a leadership role to implement short-term operational and long-range strategic, administrative, and personnel planning.
- Develop timetables and methods for accomplishing goals and objectives.

- Recruit and oversee selection of staff positions, interns, and volunteers.
- Supervise staff, interns, and volunteers and review staff performance with the Director of the Folklore Program.
- Fully integrate the website and new media into OFN's mission and strategic action plan.

#### **4. Governance and Financial Management**

- Provide support to utilize the talents and resources of the OFN advisory boards and stimulate involvement.
- Call (in consultation with the directors of the participating programs), attend, and provide executive support for advisory board meetings, which may include developing agendas, preparing reports, and recording and filing meeting minutes.
- Work with UO accounting to provide reports and documentation and to ensure that financial obligations are paid on time.
- Safeguard operations by keeping information confidential.
- Adhere to all safety policies and procedures of the university.

#### **5. Network Development and Related Programming**

- Facilitate relationships with advisory boards and OFN members.
- Recruit and sustain network membership representing diverse communities in the state.
- Oversee regular communication within network.
- Partner with network members on programming initiatives.
- Oversee website as clearinghouse of network activities and resources.

### **EXPERIENCE AND QUALIFICATION**

#### **Desired characteristics**

- A self-directed and confident person who takes initiative to start and complete projects.
- A results-oriented leader who has the ability to organize and motivate people to accomplish goals while creating a sense of order and strategic direction.
- An outstanding ability to interact with stakeholders in a positively and productively.
- Team builder with overall management talent.
- A leadership style marked by vision, enthusiasm, and a desire to innovate.
- Confidence to enforce institutional rules and regulations.
- An innovative and futuristic thinker.
- Capacity to interact competently with a culturally, economically, and ethnically diverse population of artists, community members, advisory board members, volunteers, staff, students, and faculty members and be able to work respectfully with all age groups.
- Ability to understand institutional image building, marketing, external relations, fund development.
- Finalists must successfully complete a criminal background check.

#### **Experience**

- A minimum of 3-5 years of management experience in a non-profit organization, preferably in cultural organizations, strongly preferred.
- A minimum of a Master's degree in Folklore, Cultural Administration, or related field is strongly preferred though a candidate with a Bachelor's degree who has extensive relevant

work experience would also be considered.

- A successful record in fundraising and resource development.
- Demonstrated competency and vision for innovatively using new technologies.
- Experience teaching and working with university students is desirable.
- Expertise in fieldwork research and documentation methods is preferred.
- Salary commensurate with qualifications and experience.

### **APPLICATION PROCESS**

Applications will be accepted until the position is filled. The search committee will begin reviewing applications on Oct. 14, 2011

Qualified applicants should submit the following:

- A letter of interest, addressing qualifications in each of the five areas described under “Duties and Responsibilities.”
- A detailed resume or curriculum vitae.
- A minimum of three professional references with contact information.

Send complete applications either electronically or as a hardcopy to:

Dr. Lisa Gilman, Search Committee Chair  
The Oregon Folklife Network  
6204 University of Oregon  
Eugene, OR 97403-6204  
lmgilman@uoregon.edu  
541-346-3967  
<http://ofn.uoregon.edu>

The University of Oregon is an equal opportunity, affirmative action institution committed to cultural diversity and compliance with the Americans with Disabilities Act.