



## Partners for a Hunger-Free Oregon

*Executive Director*

*Priority deadline: April 2, 2026*

### Position Overview

**Title:** Executive Director

**Status:** Full-time, exempt

**Compensation:** \$95,000–\$110,000, depending on experience

**Benefits:** Employer-paid health, dental, and vision insurance; up to 3% matched retirement (Simple IRA); 12 weeks paid family/medical leave; health & dependent care flexible spending account availability; professional development fund. Paid time off includes 3 weeks of vacation with annual increase, 2 weeks of sick time, 9 holidays, and office closures of one week in the winter and one week in the summer for all-staff breaks.

**Work environment:** PHFO's office is located in downtown Portland at the Center for Social Justice, part of a collective of mission-aligned organizations and individuals. PHFO supports flexibility in work schedules and work locations. PHFO currently is piloting a transition to a 32-hour workweek: at this time, the organization defines "full-time" as working at least 32 hours per week and strives to structure workloads accordingly.

### About Partners for a Hunger-Free Oregon

Partners for a Hunger-Free Oregon (PHFO) believes everyone has the right to be free from hunger. We work statewide to expand access to food and advance equitable public policies that address the root causes of hunger. Founded in 2006, PHFO advances food access through policy advocacy, coalition coordination, and community engagement to ensure that all Oregonians have access to nourishing food. As the administrator of the Oregon Hunger Task Force, PHFO plays a unique role at the intersection of community voice, public systems, and policy change, and has a long-standing program working with clients and community partners to increase access to the Supplemental Nutrition Assistance Program (SNAP).

PHFO has an annual operating budget of \$700,000 and 3 full-time staff. Our work is also currently supported by contractors, which we hope to convert to staff roles with the goal of 6 full-time staff by the end of 2026.

## Duties and Responsibilities

### Organizational Leadership, Culture, and Strategy

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- Lead organizational strategy and planning, including long-term visioning, evaluation of organizational impact, and facilitation of all-staff retreats to ensure alignment of our strategic plan and annual work plan.
- Ensure mission and program alignment, providing strategic direction to keep initiatives focused, integrated and moving forward.
- Provide executive leadership, coaching and supervision of staff and contractors (currently 3 full-time staff and 2 contractors), fostering a high-performing and collaborative team environment
- Proactively address and support the resolution of urgent, complex issues related to internal operations and external relationships.
- Coordinate All Staff meetings, including agenda development, meeting design and follow-through on decisions and action items.
- Ensure the Board is well-informed on programs, operations and performance, enabling effective governance and mission-driven decision making.
- Cultivate meaningful and engaged Board participation, including preparation of monthly Board meetings, and support to Board committees.

### Operations Management and Oversight

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- Evaluate and strengthen organizational policies, systems and processes, including program delivery, financial management, human resources, and facilities to support efficiency, compliance and mission alignment.
- Oversee participatory budgeting and provide clear, timely budget reporting to the Board of Directors, staff and external funders.
- Ensure adherence to financial policies and procedures, legal requirements, and accounting standards, promoting a culture of accountability and transparency across the organization.
- Partner with the Board of Directors to advance strategic priorities, support effective governance and maintain strong communication and alignment.
- Recruit, mentor, and retain a high-performing team, fostering an inclusive and collaborative workplace.

### Fundraising and Resource Development

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- Oversee the development, negotiation, and management of state contracts to ensure compliance, fiscal accountability, and alignment with organizational goals.
- Ensure the organization is adequately resourced to meet its program goals and operational needs.

- Lead fundraising strategy aligned with the strategic plan, ensuring revenue is generated from diverse revenue sources (e.g., individual donations, corporate sponsorships, foundation grants, and government funding).
- Cultivate and deepen relationships with donors, funders and partners, leveraging the organization's story and impact to secure financial support.
- Ensure effective donor stewardship practices, including reporting, meaningful recognition, and engagement strategies to maintain and grow sustained support.
- Foster an entrepreneurial and innovative mindset, exploring new funding models, sources, strategic partnerships and opportunities to expand revenue streams.

### Community, Partner, and Media Relations

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- In collaboration with staff, build and maintain strong relationships with a diverse range of community partners, funders, agencies, and legislative leaders.
- Serve as the primary spokesperson and advocate for the organization, representing its interests to a variety of constituents including media, elected officials, and the public.

### Additional Responsibilities

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- Actively contribute to a positive, mission-aligned organization-wide culture and strategy by participating in all-staff meetings, events, professional development, participatory budget processes, strategic planning activities, and other cross-functional initiatives that advance the organizations' values and goals.
- Other duties and roles that match interest and skill to contribute to a healthy, thriving, and supportive organizational team.

## Qualifications

Studies have shown that women, trans, non-binary, and Black, Indigenous, and people of color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We recognize that experience can take many forms and welcome candidates with a mix of formal and informal qualifications, and are committed to building a diverse and inclusive organization. We strongly encourage you to apply, even if you don't believe you meet every one of the qualifications as described or if you require a reasonable accommodation to apply for or perform job duties. You'll be a strong candidate if you bring many of the following:

- **Mission and Values Alignment:** A commitment to food justice and alignment with our values of: valuing lived experience; building power; challenging power; accountability; and social, racial, and economic justice.

- **Facilitative Leadership Experience:** A track record of facilitating groups, sharing power, developing people, and managing projects—balancing relationship building and task accomplishment; includes supporting individuals and groups in having difficult conversations and navigating conflict.
- **Nonprofit Fundraising Experience:** Proven success in raising revenue from a variety of sources and familiarity with community-centric fundraising strategies and approaches.
- **Social, Racial and Economic Justice Analysis:** Brings an analysis and a skillset around equity, inclusion, and antiracism including demonstrated experience with building culture and transforming white supremacy culture. Familiar with trauma-informed practices.
- **Nonprofit Management Experience:** Experience with nonprofit operations, nonprofit board(s), and financial management fundamentals.
- **Nonprofit Financial Acumen:** Experience and comfort reviewing financial statements and overseeing budget development and management.
- **Relationship and Community Building:** Proven ability to build and maintain strong relationships with a diverse range of community partners, funders, agencies, and legislative leaders.
- **Public Speaking and Media Relations:** Comfort with being a primary spokesperson and advocate for the organization, and experience successfully working with media.
- **Organizing and Advocacy Experience:** Legislative advocacy experience and familiarity with community organizing and movement building.
- **Communication Skills:** Strong listening, presenting, public speaking, writing, interpersonal communication, and conflict resolution.
- **Coaching Ability:** Able to effectively coach individuals and teams, supporting their effectiveness, autonomy and professional development.
- **Comfortable with Technology:** Able to effectively use collaboration platforms such as Asana and Google Workspace (i.e., Docs, Sheets and Slides). Some Canva, Adobe, and CRM experience is helpful.

**Additional Desired Qualities:** Curious, open to multiple perspectives, self-aware, strong personal boundaries, willingness to make mistakes and “fail forward.”

### Physical and Transportation Requirements

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- Manage information in electronic formats and in a mostly remote/hybrid, sedentary office setting.
- Attend fairly regular in-person meetings with supporters/donors, corporate sponsors, and occasional staff meetings.
- Perform occasional light work (exerting up to 25 pounds) for events (required).

- Resides within 50 miles of the Portland/Metro area (preferred, due to job responsibilities).
- Occasional travel to various meetings, venues, and locations in Oregon (valid driver's license required), as well as out of state.

## Accessibility and Work Environment

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This position requires the ability to perform job duties inside and outside of the office and occasionally outside of 9-5 office hours. Position requires ability to communicate, via written and in-person methods; fluency in English is required, additional languages welcomed. Position requires ability to travel to communities across Oregon, occasionally to locations not accessible by public transit. We recognize that the physical demands listed here may present a barrier to some applicants, therefore, we encourage all interested applicants to apply and to contact our search consultant, Kathleen Holt, at [kathleen@holtstrategies.com](mailto:kathleen@holtstrategies.com) to discuss any accommodation needs. We welcome applications from individuals with disabilities and will make reasonable accommodations for applicants and employees.

## Application Instructions

- By **April 2, 2026 (priority deadline)**, please send a cover letter and chronological resume to search consultant Kathleen Holt at [kathleen@holtstrategies.com](mailto:kathleen@holtstrategies.com) with "PHFO Executive Director" in the subject line.
  - If possible, please combine your letter and resume into one document that is named using the following format: your last name, your first name. Example: "Holt, Kathleen PHFO application materials"
- In your cover letter, **please briefly answer the following three questions**, no more than one paragraph each:
  - How have you advanced racial, social, and economic justice in your professional and/or personal life?
  - How does your lived experience inform your leadership?
  - PHFO has gone through a period of change with the potential for more uncertainty ahead. How have you led an organization through change?
- An email acknowledgment will be sent to all applicants within two business days. If you do not receive an acknowledgment within that time frame, please contact Kathleen Holt: [kathleen@holtstrategies.com](mailto:kathleen@holtstrategies.com)
- All inquiries will be handled confidentially.
- Applications will be scored using the following rubric:

<b>Staff Support + Org'l Culture Experience</b>	<b>Fundraising Experience</b>	<b>Exec. Leadership Exp</b>	<b>Advancing Equity Experience</b>	<b>Community Relations + Partnership Experience</b>	<b>Movement Building/Advocacy/Legislative Exp</b>	<b>Public Speaking + Media Relations</b>	<b>Total Pts.</b>
20	20	20	15	10	10	5	100

Equal Opportunity and Non-Discrimination Statement

Partners for a Hunger-Free Oregon is committed to equity, diversity and inclusion in our hiring, job advancement, internal operations and when considering the impacts of our work. People of color, from diverse communities, and/or people who bring personal experience of poverty are strongly encouraged to apply. We do not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, mental or physical disability, age, marital status, military or veteran status, national origin, ancestry, ethnicity, or any other legally protected class.