



## **Oregon School Boards Association**

### **Executive Position Profile**

#### **Deputy Executive Director**

Reports to: Executive Director

Location: Salem, Oregon (Hybrid option; must live within the state of Oregon)

#### **The Opportunity**

The Oregon School Boards Association (OSBA) seeks a Deputy Executive Director who works closely with the Executive Director (ED) to provide visibility, leadership, and accountability for the OSBA. The Deputy assists the ED in setting strategic directions for the organization and making policy recommendations that effectively and efficiently support the OSBA's overall mission, goals, and strategic objectives, which include incorporating the OSBA's values. In the absence of the Executive Director, the Deputy acts as the ED.

This Deputy Executive Director is a key member of OSBA's leadership team, providing overall leadership and direction to the organization's diversity, equity and inclusion programs, administrative and human resource operations, all in support of the mission, vision, and strategic goals. This leader will exercise wide latitude in determining objectives and approaches to duties, projects, and assignments. In addition to partnering with the ED, the Deputy will also take on work assigned by the OSBA Board of Directors.

This experienced leader and manager will assist in guiding the association's work, inspiring its advocacy effort and statewide membership, and building on its strong financial foundation. The OSBA's ambitious agenda requires an inclusive Deputy Director who is outcomes oriented, builds trust-based partnerships, and supports coalitions around efforts that protect and improve the lives of Oregon's school children. They must align with the OSBA's purpose as Oregon's primary voice for school boards and school children's needs. They must support the energetic, high performing employee base and contribute to a diverse, equitable, inclusive internal culture that furthers the OSBA's work and success.

## **The Organization**

The Oregon School Boards Association is dedicated to improving student success and education equity through advocacy, leadership, and service to Oregon public school boards. This membership-based association's core purpose is to support school districts and community colleges in their efforts to cultivate, elect, and inform school board members who will advance the community's agenda to provide the best possible education for students. The OSBA's vision is for Oregon to provide adequate and stable funding for its public schools, creating every opportunity for strong student success and equitable outcomes. The values by which it operates include commitment, equity, fostering safety, integrity and lifelong learning. The Association, inclusive of the board and staff, remain dedicated to improving student success and education equity through advocacy, leadership and service to Oregon's public school boards.

The OSBA enjoys leadership momentum and statewide credibility, as it fosters a strong tradition of effective service, community outreach, government affairs and advocacy. It assists local school boards with training, policy and negotiation services, crisis management, and an insurance program offering. Obviously, challenges persist given the long tail of COVID and the ongoing stresses placed on education systems, schools, communities and families. Additionally, financial resources for the sector remain inadequate and competing interests continue to fight for limited resources. Internal operational demands merit executive attention as the Association ensures workplace quality while maintaining its empowered, productive staff. The OSBA currently operates based on a \$10 million annual budget, half of which comes from the \$80 million endowment's investment income. Learn more at [www.osba.org](http://www.osba.org)!

## **The Position**

The Deputy Director works closely with the Executive Director and often the Board of Directors in a key leadership and management support function. They provide communication and support to the ED's implementation and administration, as well as the leadership and management of the staff and administrative operations. They also contribute to financial oversight, help implement strategic plans, and build relationships with and influence multiple constituencies. Key responsibilities include:

### **Executive Support & Communications**

- Provide communication and support to the Executive Director to ensure that the organization's strategic plan, objectives, and related performance are effectively communicated to internal and external audiences; act on behalf of the Executive Director in his absence

- Communicate with the Board, Executive Committee, and other Board Committees as necessary, including facilitating meetings, providing requested information and data, and follow through on directions or decisions reached
- Act as the staff liaison with the Oregon School Boards Association Caucus of Color; may represent the organization externally to media, government agencies, funding agencies and the public
- Promote the Association's commitment to equity and inclusion through interaction with individuals and agencies inside and outside the organization including the Board of Directors, staff, members, public, community leaders from all ethno-cultural groups, civic and grass-root organizations, attorneys, political figures, and Federal, State, and local government enforcing authorities
- Oversee/manage the development and implementation of proactive diversity, equity and inclusion initiatives which will support the Association's strategic plan; engage staff and OSBA Board Members to develop strategies focused on a welcoming and inclusive culture at OSBA and at OSBA events
- Assist the ED in the formulation and implementation of board policies, guidelines, procedures, and programs while monitoring and evaluating programs, services, and needs with an eye toward efficiency and encouraging a culture of continuous improvement; make departmental budget recommendations

### Leadership & Management

- Serve as supervisor and administrator for the Human Resources department; oversee HR activities including administration, hiring, performance, etc. while ensuring that DEI are priorities embedded into systems and practices; utilize external HR resources, expertise and counsel as needed
- Provide guidance and act as a resource for staff while the OSBA develops, coordinates, and implements internal DEI training and programs to promote cultural understanding and competency as well as a climate of inclusion
- Understand OSBA guidelines, regulations, policies, and procedures; offer relevant analysis of legislation and regulations related to equity and affirmative action

- Offer leadership to departments/staff and model healthy relationships through facilitation; support healthy decision making, problem solving, and conflict resolution throughout organization
- Respond to inquiries and act in an advisory capacity to school board members, superintendents and other school officials regarding matters affecting the Association
- Enhance ongoing training and learning through design and use of professional development activities, workshops and learning activities
- Demonstrate ability to work under tight time frames while managing competing demands and priorities and adapt to frequent changes in workload and priorities; be nimble and appropriately responsive

### **Profile of the Successful Candidate**

OSBA seeks a leader who easily engages with a wide variety of people- the Executive Director, Board of Directors, staff, members, external stakeholders- and everyone in between. This person brings a combination of human resource, supervisory, administrative, planning, and management experience along with excellent interpersonal skills that enable trusted relationships, honest exchanges of ideas and concepts, and an ability to lead through influence and example. An experienced manager/director who is grounded in their diversity, equity, and inclusion journey will further the DEI work at OSBA and enrich staff and stakeholder experiences with the organization. Experience and expertise providing the senior leadership, along with an ongoing effort to embed DEI values and commitments in the fabric of the organization will further shape the culture and extend the reach of OSBA. More specifically, the OSBA seeks:

- Professional background that reflects collaboration and influence, working closely with senior leaders, boards, staff members and even elected officials; commitment to public education and the values that support every child's right to learn in a safe, inclusive, welcoming environment
- Ideally, understands Oregon K-12 and community college system, current education issues and business implications of decisions; adapts strategy to changing conditions; manages competing demands and change
- Operational capacity to gather, assess, and use information skillfully to problem solve, enhance workflow and systems, and improve solutions; develop project and implementation plans; set goals and objectives; monitor and prioritize work

- Well-honed written and oral communication skills, a polished presentation style, as well as emotional intelligence to facilitate group processes that result in listening, collaboration, consensus building, conflict resolution, planning and decision making
- At least five years supervisory experience and an undergraduate degree (graduate degree preferred) in education, public administration, human resource management, business, or a related field and/or equivalent work experience.
- Willingness to travel extensively throughout the state and accommodate the evening and weekend schedules inherent in providing service to school boards

### **Start Timeframe**

We seek to have someone in place during Fall 2022.

### **Compensation**

This position offers a competitive salary and excellent benefits. We actively welcome all candidates from a wide range of backgrounds who have the skills to help lead and shape this dynamic association – regardless of compensation history. The OSBA is an Equal Opportunity Employer that believes a diverse staff of qualified and highly skilled individuals is necessary to achieve its mission.

### **To Apply**

All applications are held in strict confidence. Please submit your credentials and a letter of interest via email to the attention of Melissa Ulum. Applications will be reviewed on a rolling basis, though earlier applicants may receive priority consideration. To be considered, MS&S Search encourages all interested candidates to submit their applications promptly to:

Melissa Ulum, Managing Partner  
Email: [Melissa@MSSsearch.com](mailto:Melissa@MSSsearch.com)  
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