



**Alliance for
Community
Traffic
Safety**

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*Community Traffic Safety Program
Child Safety Seat Resource Center*

Alliance for Community Traffic Safety in Oregon (ACTS Oregon)

www.actsoregon.org

Title: Executive Director / CEO

Job Location: Beaverton

Application Deadline: Close date is Friday, February 17, 2012 or until filled. All applications for this position must be submitted electronically to safety@actsoregon.org, include subject line: Executive Director Application.

About ACTS Oregon

Founded in 1995, ACTS Oregon works statewide to reduce fatalities, injuries and the severity of injuries resulting from vehicle crashes throughout Oregon. ACTS Oregon is a 501(c)(3) non-profit membership organization. ACTS Oregon is a force for positive change in communities as it realizes a vision for improving traffic safety and child passenger safety throughout Oregon. Lead by an eleven member Board of Directors, ACTS Oregon currently employs five staff. Existing staff are a valuable resource to the organization and provide depth of knowledge on operational matters. ACTS Oregon is a drug-free workplace. The office is located in Beaverton, Oregon.

ACTS Oregon supports our members while promoting child passenger safety and community traffic safety statewide through our clearinghouse, the *Traffic Safety Connection* newsletter and the ACTS Oregon web site. The Community Traffic Safety Program is responsible for: supporting local Traffic Safety Committees and Commissions working to impact local traffic safety concerns including annually coordinating two mini-grant programs. The Child Safety Seat Resource Center is responsible for - teaching National Child Passenger Safety Certification Training course and providing support to the over 550 Child Passenger Safety Technicians; coordination of car seat distribution to families who are low income; hosting and participating at child safety seat check-up events held statewide.

About the Executive Director Position

The ideal Executive Director will have:

- Extensive knowledge of the practices and principles of non-profit/agency management and non-profit budgeting and finance.
- Hold an advanced degree in a related field
- Have three+ years of progressive management experience;
- Have the ability to think and plan strategically;
- Develop and nurture effective partnerships with public and private sector entities to further the mission;
- Reinforce the impact of ACTS Oregon in the state;
- Be politically astute and well organized;
- Willing to travel.
- Skills to work well with others as well as independently.

ACTS Oregon is a statewide 501(c)(3) non-profit committed to reducing fatalities and injuries on Oregon's roadways.

Compensation:

\$47,800 – \$58,200 annually, based upon qualifications, plus a benefit package including medical and dental insurance and 403(b) is available.

Application Guidelines:

A completed application will include a cover letter, resume, answers to supplemental questions and references. All applications for this position must be submitted electronically to safety@actsoregon.org, include subject line: Executive Director Application. Incomplete applications will not be accepted.

Cover letter (limit one page):

- *Why you want to work at ACTS Oregon.*
- *Key attributes and experience that you would bring to the organization.*

Supplemental Questions (limit two pages):

- *Describe your experience developing and implementing a budget and overseeing the financial management of an organization, including what accounting software you have used.*
- *ACTS Oregon currently receives over 80% of funding from ODOT Transportation Safety Division. Describe your experience with fund development including planning, grant writing, promotion of membership, government contracts, business relationships, etc.*
- *Describe your management style and experience working with a board of directors and supervising staff.*
- *Describe your involvement with collaborative efforts and partnerships with governmental organizations, non-profit partners, businesses and volunteers.*

References:

- Include up to three professional and/or personal references.

ACTS Oregon is proud to promote and maintain a drug-free workplace and pre-employment drug testing may be required. EOE