



**Alliance for  
Community  
Traffic  
Safety**

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*Community Traffic Safety Program  
Child Safety Seat Resource Center*

## **EXECUTIVE DIRECTOR**

Alliance for Community Traffic Safety in Oregon (ACTS Oregon)

**REPORTS TO:** ACTS Oregon Board of Directors

**POSITION SUMMARY:** The Executive Director is responsible for implementation of policies and plans adopted by the Board of Directors, including the development and evaluation of all programs, services and activities of the Alliance for Community Traffic Safety in Oregon (ACTS Oregon). The programs of ACTS Oregon include the Community Traffic Safety Program and the Child Safety Seat Resource Center. The position is responsible for the management of staff and volunteers, finances, coordination of advocacy efforts, coordination with other traffic safety organizations, and serving as the primary spokesperson for the organization.

### **DUTIES AND RESPONSIBILITIES:**

- Relationship with the Board:

Attend and participate in all Board meetings and at Board committee meetings as requested.

Keep the Board regularly informed with adequate and timely information, concerning ACTS Oregon activities, progress towards organizational objectives, and issues of concern.

Assist the Board in preparing strategic plans for the organization.

- Leadership of the Staff and Volunteers:

Hire and supervise all staff and ensure compliance with applicable state, federal and local laws, regulations and applicable personnel policies.

Conduct ongoing staff review and complete annual staff evaluations.

Assist staff in identifying appropriate continuing educational opportunities.

- Program Development and Administration:

Focus efforts on increasing corporate sponsors and apply for additional foundation grants.

Prepare and submit grant proposals. Work with staff to identify objectives and activities to fund.

Develop, implement and evaluate programs, both independently and jointly with staff, volunteers and other agencies.

Direct ongoing programs, services and activities.

Organize and direct advocacy projects.

Support Board and staff efforts to maintain and increase membership and individual donations.

Work with the Board and appropriate committees to generate revenue to support and develop the organization's programs.

Coordinate preparation for required program reports and ensure timely submittal.

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

- **Fiscal Management:**

Work with the Finance Committee to prepare the annual budget and submit for Board approval.

Oversee all income and expenses, utilizing adopted budget to approve and direct purchases.

Work with Finance Manager and CPA to ensure that accounting records are kept and filed according to all applicable state and federal laws and regulations.

Oversee and complete annual Audit or Review.

- **Community and Public Relations:**

Represent ACTS Oregon in dealing with other organizations, individuals, the public and the media.

Oversee coordination of CTSP and CSSRC programs with other traffic safety organizations and local traffic safety committees.

Represent ACTS Oregon to the public, corporations and membership to promote programs, donations, support and volunteer services.

Coordinate with staff, volunteers, and sub-contractors regular communication through newsletters and other written materials to the membership and traffic safety advocates and agencies.

**DESIRED QUALIFICATIONS:**

- Three years professional nonprofit management experience, with preference for experience in an injury prevention or traffic safety related agency.
- Bachelor's degree; Advanced degree preferred.
- Demonstrated experience and ability to lead program development, including community organizing, strategic planning, collaboration and project development, implementation and evaluation.
- Demonstrated experience and ability to lead financial development, including grant preparation, membership solicitation and individual and corporate contributions.
- Demonstrated ability to communicate effectively, both oral and written.
- Demonstrated nonprofit managerial and administrative skills, including financial management and human resources management.
- Working knowledge of computer systems and applications. Current programs include Microsoft Office, QuickBooks and ACT!
- Valid Drivers License.

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

This organization reserves the right to revise or change position duties and responsibilities as the need arises with 24 hours notice. The position description does not constitute a written or implied contract of employment. January 2012