



Portland Urban Debate League (PUDL)

Job Description: Executive Director (Full Time)

Start: Summer 2024

Compensation: \$60,000+ Benefits subject to negotiations

Location: Portland Metro Area (remote work not possible)

About Us

We are a newish organization that provides students in historically underserved high schools with equitable access to extracurricular debate. We believe in the transformative impact of debate in providing unique enrichment in public speaking, critical thinking, advocacy, teamwork, academic research, and civic engagement. We currently serve six high schools in the Portland-Metro area, through interscholastic tournaments, instructional support, and college/career connections, and are currently adding programming at partner districts.

About You

A person with a passion for working with young people and the expertise to help our organization grow and mature. A strong commitment to providing equity and inclusion for all our students and helping them navigate barriers to participation in our programming. The ability to balance management of programming with development, communications, and administrative responsibilities. A desire to collaborate with staff, board members, volunteers, and partners to help them support our work. Availability on weekends and evenings to coordinate tournaments and work with students and volunteers, as well as occasional travel for student competitions. A commitment to weave together the vision outlined in our 2023-2025 strategic plan with your own for the organization.

Responsibilities

The executive director is first and foremost the manager of the organization's staff, contractors, board, and volunteers. An essential skill is effectively delegating and overseeing the work of the organization. The responsibilities outlined below reflect the current duties of the executive director and a successful candidate in this search will be empowered to assess and revisit the distribution of duties within the organization.

Programming

- Oversee program activities including six+ tournaments each school year, summer camp, college/career connections, and other enrichment activities.

- Supervise a work-study program associate, and a potential program coordinator hire in 2025, in coaching and educational support at partner schools.
- Lead contact for school and district partners on service agreements, school coaching duties, tournament and practice schedules, and other PUDL activities.
- Manage data to track student participation and academic performance, as well as organizational volunteers.
- Travel out of state for the national tournament held in late March / early April.

Development

- Lead grant writing and management with support from board and volunteers, as well as a contractor that produces a grant calendar and template annually.
- Support annual event, currently structured as appreciation night for student participants and their families.
- Expand board and volunteer participation in development activities as development activities continue to expand.

Communications

- In coordination with the board and volunteers, produce email and social media content to promote program activities and opportunities for volunteers.
- Update website in collaboration with volunteers.
- Support drafting of organization's annual report.
- Support earned media opportunities in local news outlets.

Administration

- Plan, schedule, and lead four board meetings each year, and coordinate meetings with the student board members.
- Serve as an internal control on all expenditures by the organization in collaboration with board president, treasurer, and secretary.
- Collaborate in continuing to grow our board and volunteer base.
- Facilitate coordination with organization's contractors (bookkeeper, CPA, and grant consultant)
- Support annual budgeting and updates.

Application Process

Applicants should submit a letter of interest and a resume to info@portlanddebate.org. Initial round of applications will be reviewed on March 15, 2024 and posting will remain open until filled. Selected applicants will be contacted for an in-person or virtual interview. Start date is negotiable, but the applicant must be able to start no later than August 21, 2024.

Commitment to Diversity, Equity, and Inclusion.

Portland Urban Debate League is strongly committed to the values of equity and inclusion both in the students we serve and our approach to program service. We greatly value lived experience in helping support our students and support an equitable model of program service.