



Deputy Director
Portland, Oregon

ABOUT THE ORGANIZATION:

Multnomah Athletic Foundation is a nonprofit organization dedicated to increasing access to athletic participation and education for youth. We work to provide community grants to nonprofit organizations and scholarships for post-secondary education so that youth can reach their full potential. It is not the actual sport that is important but what we learn through sports that matters. We are a small staff and work as a team with a dedicated working board and a committee system.

We believe in:

- **Big Impact:** Making a significant difference for our community grant partners, team, donors, and everyone we interact with.
- **High Quality:** Maintaining high standards in work, processes, events, and services.
- **People First:** Focusing on the people driving the mission forward.
- **Integrity:** Being authentic and investing in how things are done.
- **Professionalism:** Being accountable, consistent, and reliable to produce high-quality work efficiently and effectively.
- **Speed:** Working efficiently, respecting time and money.
- **Social and Emotional Intelligence:** Demonstrating gratitude, passion, commitment, humility, kindness, positivity, and perseverance.
- **Growth and Innovation:** Constantly improving and innovating.

We seek individuals who embody these values and are self-starters, highly capable, humble, and smart. Specific qualifications we would like to see in a candidate are a passion for the nonprofit sector, leadership experience in the community, and a familiarity with the local philanthropic landscape. If this describes you, we encourage you to apply.

THE POSITION:

The Deputy Director is a part-time (25 hours/week), hybrid position that enhances the Multnomah Athletic Foundation's operations, outreach, and program execution. Reporting to the Executive Director and working closely with the Foundation board, this role plays a key part in increasing access to athletics and education for underserved and underrepresented youth. A strong candidate is motivated by relationships and impact; and will be energized by the opportunity to shape our community outreach to student athletes and nonprofit organizations.

This is an ideal role for someone who thrives in a collaborative, entrepreneurial environment, is highly organized, and brings emotional intelligence, integrity, and a passion for equity in youth development. The position requires occasional evening and weekend availability, as well as local travel.

You Are:

- Adaptable, resourceful, and proactive.
- A strategic thinker with strong execution skills.
- A self-starter that fosters a curious mindset
- Skilled at building relationships and influencing others.
- Driven by impact and energized by work that supports youth and student-athletes.
- Comfortable working in a fast-paced, evolving environment.

Key Responsibilities:

This part time role will contain several of these competencies but not all of them. We want to know what moves you and how you can help bring our mission to life with your passion, skill set and experience. There is no “right” answer as we are looking for the person who can support our work and love doing it!

- Partner with the Executive Director to support the Board and committees, ensuring strong alignment with strategic goals.
- Manage the full cycle of the scholarship program, including outreach, communication, application process, funding and compliance with standards.
- Lead the volunteer-based scholarship committee and coordinate volunteer engagement.
- Attend and support community events and outreach activities.
- Assist in development and stewardship efforts to support the community outreach.
- Strengthen internal operations and documentation, with attention to financial and administrative processes.
- Support and mentor committee chairs in their leadership roles.
- Perform other duties as assigned.

CANDIDATE QUALIFICATIONS/EXPERIENCE

- Post-secondary degree or equivalent life-learning experience exhibiting a growth mindset.
- 5–7 years of experience in project management, nonprofit leadership, or a related field.
- Demonstrated success in managing multiple projects and achieving results.
- Excellent written and verbal communication skills.
- Exceptional organizational and time-management abilities.
- Comfortable working independently and within a team.
- High level of discretion and professionalism when handling sensitive information.
- Proficiency with Microsoft Office, Zoom and cloud-based business tools.

COMPENSATION

The is a part-time, exempt position, 25 hour per week position with an hourly wage with a range of \$40,000 to \$45,000/annually.

In addition, 40 hours of annual Paid Time Off (PTO) is provided on a prorated, annual basis at the date of hire. In addition to PTO, all part-time employees are paid 4 hours per each of 6 Holidays throughout the calendar year.

HOW TO APPLY

1. No phone call please. As much as we would like to visit with each interested person, we do not have the bandwidth to do this during the beginning of the process.
2. To apply, send an email, with a cover letter, including specific call-out to the responsibilities that interest you in this position, and a resume, to careers@MultnomahAthleticFoundation.com.
3. Please title your email: “Deputy Director Position.”
4. Applications will be reviewed starting on May 17, 2025.
5. We are motivated to have this role filled in late June / early July.

MULTNOMAH ATHLETIC FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER

Multnomah Athletic Foundation is committed to the principles of equal employment opportunity and compliance with all federal, state and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, Meyer ensures equal opportunity to all employees and applicants regardless of race; color; age; gender identity or expression; sexual orientation; religion; marital status; national origin or ancestry; citizenship; lawful alien status; physical, mental or medical disability; veteran status; or liability for service in the United States Armed Forces.

To learn more about the Multnomah Athletic Foundation, please visit MultnomahAthleticFoundation.com