



EXECUTIVE DIRECTOR

Job Description

Reports to: Board of Directors (via Board Co-Chairs)

Salary: \$110,000 - \$120,000/annual

Benefits: Medical coverage, 401(k) retirement plan, PTO (*see benefits for full detail*)

Hours: Full-time, Exempt. In-person, with occasional evening and weekend events.

Location: Portland, OR. The Foundation office is located within the Multnomah Athletic Club (MAC)

About Us

The Multnomah Athletic Foundation (MAF) is a public 501(c)(3) organization focused on supporting youth participation in sports and education through community outreach and engagement. At MAF, we believe that every young person should have the opportunity to compete and participate in sports and to access educational opportunities. We are committed to building character and confidence through athletics and education in underserved communities. Through community grants and scholarships, we help youth reach their full potential by learning and working together through athletics. It's not the sport itself that matters most, but what young people learn through sport: confidence, resilience, teamwork, and connection to community. MAF is a key philanthropic partner with the Multnomah Athletic Club.

We support nonprofit organizations offering youth athletic programs primarily in Multnomah, Washington, and Clackamas counties, with a priority on underserved and underrepresented communities. In 2025 alone, the Foundation awarded 15 community grants reaching 12,700 kids, awarded 55 scholarships, and distributed \$249,000 in support of youth across our region.

Organizational Context

The Foundation is entering an important and exciting moment of transition. After more than 14 years of dedicated leadership, our longtime Executive Director is stepping away, and the Board is seeking a visionary leader to carry the mission forward and significantly expand the reach and access of the Foundation's work. The next Executive Director will partner with an active, passionate Board to grow the Foundation's community presence, deepen its philanthropic base, and extend its impact to more young people across the region.

We are powered by a working board of roughly twenty (20) members, a small and efficient staff (1.5 FTE), a system of six (6) committees, and a community of volunteers who give their time, talent, and treasure. The Foundation's endowment funds are administered by the Oregon Community Foundation, and its financial records are supported by an outside independent accountant and auditor.

Additionally, the Multnomah Athletic Club and the MAF are currently exploring an expansion of their partnership, with a goal of reshaping the combined Club/Foundation model for community engagement. Our new Executive Director will play an essential role in developing and refining this partnership.

About You:

You are a strategic, experienced, entrepreneurial nonprofit leader energized by the opportunity to grow an organization's reach and deepen its impact. You see the connection between a compelling vision, strong relationships, and sustainable revenue, and you know how to move an organization from where it is today to where it could be. You lead with authenticity, gratitude, and humility, and you bring the drive to build something bigger than yourself.



Above all, you are a relationship builder and a fundraiser. You are comfortable and effective as the public face of an organization, cultivating donors, partners, community leaders, and members, and turning connection into commitment and resources. You are excited to design and deliver community engagement that raises both awareness and support, and you believe deeply in expanding access and opportunity for youth in underserved and underrepresented communities.

You lead through others. You set clear direction and high standards, then empower a small team, an engaged board, and a network of committees and volunteers to execute. You bring a high-impact, low-ego, hands-on-where-needed approach suited to a lean, mission-driven environment, and you balance big-picture strategy with disciplined follow-through. You are action-oriented, adaptable, and mission-driven, with the social and emotional intelligence to bring people together around a shared goal.

Position Summary

The Executive Director (ED) is the chief executive and strategic leader of the Multnomah Athletic Foundation. Reporting to the Board of Directors, the ED is responsible for setting and executing a bold vision to expand the Foundation's reach and access, leading its fundraising and community engagement, and providing operational leadership and day-to-day administration.

The ED serves as the Foundation's primary ambassador and lead fundraiser, building the relationships and resources needed to grow the mission. The ED partners closely with an active Board of Directors and its committees, provides strategic direction for the Foundation's grantmaking and scholarship programs, and ensures the organization operates efficiently and sustainably. This role calls for an experienced nonprofit leader who can think strategically, engage the community and raise significant resources within a small team to deliver high-quality programs and clear impact.

Key Duties & Responsibilities

Program & Community Impact: Grants & Scholarships (30%)

- Provide strategic direction for the Foundation's grantmaking and scholarship programs, ensuring they are equitable, high-impact, and aligned with the mission to increase youth access to athletics and education.
- Oversee Deputy Director who manages grant and scholarship cycles to ensure sound review processes, compliance, and clear impact evaluation.
- Grow the reach of programs into underserved and underrepresented communities across Multnomah, Washington, and Clackamas counties.
- Ensure the Foundation measures, learns from, and communicates its impact to donors, partners, and the community.
- Monitor philanthropic and sector trends to keep programs current, innovative, and responsive to community need.

Operations, Communications & Finance (30%)

- Provide operational leadership through strong systems, oversight, and day-to-day administration of internal operations, policies, and structure, ensuring the Foundation complies with all applicable state and federal requirements (including taxes, registrations, and insurance) and runs efficiently and sustainably.
- Maintains and produces the communications plan, the deliverables (website, social media and print) and maintains the website. Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand

- Manage volunteer networks (committees), independent contractors, and professional service providers (e.g., IT, legal, accounting) as required.
- Supervise, develop, and support the Deputy Director and any additional staff or contractors, setting clear objectives and performance expectations, and coordinate professional service providers such as IT, legal, and accounting.
- Oversee sound financial management and work collaboratively with the Board Treasurer, on cash-flow monitoring, and preparation for annual financial reviews or audits, in coordination with the Foundation's outside accountants and the Oregon Community Foundation.
- Ensure the Foundation maintains strong systems, data security, and adherence to donor intent, as well as maintaining accurate records, reporting, and governance support across Board and committee activities.

Fundraising & Community Engagement (20%)

- Develop, lead and be personally accountable for the Foundation's fundraising success; setting and executing a comprehensive development strategy with defined roles and goals that grows and diversifies revenue to expand the Foundation's reach.
- Serve as the Foundation's primary ambassador and public spokesperson, building visible, authentic relationships with donors, grant partners, community leaders, the MAC, funders, and media.
- Personally cultivate, solicit, and steward major donors and corporate partners, and build the Foundation's capacity for major and large-scale giving.
- Design and deliver signature community engagement and fundraising efforts, currently three annual events plus an annual campaign, as vehicles for awareness, connection, and revenue.
- Strengthen and grow the Foundation's partnership with the Multnomah Athletic Club and its membership as a core community and philanthropic relationship.
- Raise the Foundation's visibility and value proposition, expanding community understanding, investment, and access to its work.
- Identify and pursue new partnerships, coalitions, and opportunities that extend the Foundation's impact into underserved and underrepresented communities.

Strategic Leadership & Board Partnership (20%)

- Partner with the Board of Directors to shape, articulate, and execute a strategic vision for expanding the reach and access of the Foundation's work.
- Translate strategy into clear annual goals, measurable outcomes, and disciplined implementation aligned with the Foundation's capacity and resources.
- Serve as the primary staff partner to the Board and its committees, providing meeting coordination/logistics, transparent, decision-ready updates on operations, strategy, finances, and impact.
- Lead the design and execution of the Foundation's evolving community impact model and its partnership with the MAC, guiding the Board, donors, and stakeholders through the transition as an equal partner.



- Support the Board and its six committees in advancing their goals, and help the Board recruit, orient, and engage new members.
- Confer regularly with the Board Co-Chairs and officers to advance Board decisions and long-range planning.
- Actively engage and energize volunteers, board members, event committees, grantees, alumni, and partners around shared goals.

Minimum Qualifications:

- Bachelor's degree in a relevant field such as nonprofit management, business, public administration, or communications, or equivalent professional experience.
- 5+ years experience of progressive nonprofit leadership experience, including partnering with a governance board, supervising staff, and coordinating volunteers, committees, or contractors.
- 5+ years experience in fundraising and development, including cultivating and closing major gifts and leading diversified revenue strategies.
- 5+ years experience with financial management, budgeting, and oversight of nonprofit operations.
- Proven ability to build community relationships and represent an organization publicly to donors, partners, and the broader community.
- Track record of setting and executing strategy growing organizational impact, reach, or revenue.
- Strong written and verbal communication skills, with the ability to engage a wide range of stakeholders.

Preferred Qualifications:

- Experience in grantmaking, scholarships, or youth-serving or athletics-focused programs.
- Understanding of local donors, funders, or community organizations in the Portland metro area.
- Experience growing an organization's brand and external presence.
- Familiarity with donor management/CRM systems (Hubspot) and QuickBooks.
- Demonstrated commitment to expanding access and opportunity in underserved and underrepresented communities.

Benefits

- 75%-100% Medical for employee only
- 401(k) retirement plan, up to 4% match after vesting period
- 10 days PTO after 90 days
- 12 Paid Holidays
- Bereavement Leave

As per MAC bylaws for membership, MAC members who are interested in applying for the MAF Executive Director position should be aware of the following provisions:

- **Eligibility:** MAC members are eligible to apply provided they have not served as a Club Trustee or standing Club committee chair since 2022.



- **Membership Status:** During their tenure as MAF Executive Director, the member's MAC membership will be suspended, and they will not hold voting membership rights within the Club.
- **Club Access:** As a courtesy to MAF staff using contractor status, the Executive Director will retain access to all Club facilities and parking.
- **Membership Dues:** MAC membership rates will be adjusted to the next applicable membership category. For members with a spouse, the membership will transition to a single membership rate. (This needs to get MAC board approval once the job offer is made)

How to Apply:

Nonprofit Professionals Now ("NPN") is pleased to work with the Multnomah Athletic Foundation to fill the role of Executive Director.

All applications must contain a resume and cover letter. Once materials are submitted, NPN staff will review them as part of the hiring process.

Application Deadline: Wednesday, November 4th, 2026

Application Portal: <https://tinyurl.com/MAFexec>

The Multnomah Athletic Foundation provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, gender expression and identification, sexual orientation, national origin, age, disability, genetic information, marital status, veteran status, or any other classification protected by federal, state, and local laws.