Director of Board Development
Oregon School Boards Association
1201 Court St., N.E., Suite 400
Salem, OR 97301

Oregon School Boards Association (OSBA) is dedicated to improving student success and education equity through advocacy, leadership, and service to Oregon public school boards. OSBA is a non-profit corporation whose members include school districts, education service districts and community colleges.

OSBA strives to create a welcoming and inclusive environment that values the diversity of our staff and our members. We promote fairness and equity to create a workplace environment where everyone is treated with respect and has a voice.

We are interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We have seen the research that indicates people of color and women hesitate to apply for jobs unless they feel they meet all of the job qualifications. We encourage you to apply, even if you do not believe you meet every one of the qualifications. You may be exactly who OSBA needs.

Step inside our world and you’ll find one passionate leader after another working together in a spirit of collaboration that is simply contagious. The dynamic individuals who belong to the OSBA family are committed to excellence – for our members and the students our members serve.

One of the ways in which OSBA serves its members is through its board training and events. Members of OSBA obtain trainings with their entire board in their district or attend one of OSBA’s conferences or conventions. Trained board members are more effective board members and OSBA strives to give its members the tools they need to do what’s best for students.

Thank you for your interest in OSBA. If you are unsure whether you meet the qualifications of this position, or how this would be determined, please feel free to contact the Chief Operations Officer to discuss your application.

**General Position Description:**
The Director of Board Development is a key member of the nine person OSBA leadership team. The team provides overall leadership of the organization’s financial and administrative operations in support of OSBA’s mission, vision, and strategic goals, including a call for equity. Each member of the OSBA team contributes to the development and maintenance of a healthy and equitable working environment in which diversity is valued.

The Director of Board Development serves as the principal advisor to the Executive Director, providing comprehensive and proactive school board member professional development and executive search planning.

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Plans and conducts a broad information program concerning public education and the functions and services of OSBA. Target audiences include OSBA member school districts, ESD’s, community colleges, and charter schools.

**Salary Range:**
Commensurate with experience and background, with a salary range of $125,000 - $155,000.

**Employee Benefits:**
Employer paid medical, dental, vision, life, and disability insurance including generous HSA contribution. OSBA also participates in Oregon Public Employees Retirement System (PERS) and pays the employee's contribution.

**Work Location:**
OSBA offices are located in Salem, Oregon. However, in an effort to attract top-quality candidates, OSBA will consider candidates who could work remotely from another part of Oregon.

**Essential Job Functions:**
Directly supervises employees in the Board Development department. Carries out supervisory responsibilities in accordance with OSBA's policies and applicable laws. Responsibilities include interviewing, hiring, and onboarding employees; planning, assigning and directing work; appraising performance; mentoring and coaching employees; addressing complaints and resolving problems.

Serves as the administrator for the department. Is responsible for the effective and efficient use of allocated resources.

Researches and develops written materials and professional development programs about school board leadership and other topics concerning student achievement.

Works effectively as part of a team and can collaborate with colleagues, board members, and stakeholders from organizational partners of all ages and cultural and ethnic backgrounds.

Responsible for recommending to the Executive Director the departmental budget and resources needed to perform effectively.

Has a collaborative management style that fosters teamwork.

Advises the Executive Director on matters relating to board leadership and professional development.

Oversees programs and content for and participates in local, regional, and statewide events to make board members and administrators aware of current issues or topics of interest.

Presents at local, regional, statewide, and national events as assigned.

Oversees executive search services and performs said searches as necessary.

Works with board members, administrators, and licensed staff interested in increasing student achievement.

Develops and implements board development and leadership programs.

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Develops and coordinates realistic project and implementation plans; manages project team activities; communicates changes and progress effectively; completes projects on time and on budget, conserving OSBA resources; monitors transitions and evaluates results; sets goals and objectives; organizes and schedules other people and their tasks.

Mentors and trains staff on presentation skills and best practices in adult learning styles.

Provides workshops and other activities for individual boards or groups of boards.

Maintains high visibility and credibility within the fields of board leadership and professional development.

Remains current on developing issues and changes in professional development and leadership to inform and help OSBA members.

Acts as a liaison between OSBA and other public or private organizations and entities as designated by the Executive Director.

Provides individual contact and counsel to board members and administrators on school board issues either by phone or in person.

Prepares written materials designed to provide board development information to OSBA members.

Communicates effectively with board members, district staff, and others within the course of the work.

Attends organizational meetings, staff workshops, and meetings as required.

Regular and reliable attendance is required.

A willingness to travel extensively throughout the state and accommodate evening and weekend schedules inherent to providing service to clients and putting on various events.

**Physical Qualifications:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions.

The employee must be able to frequently lift and/or move 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job the employee is regularly required to sit and talk or hear. The employee is frequently required to use their hands in a dexterous way to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee is required to drive and travel to all events and in-person client and/or stakeholder meetings as requested. Evening and weekend schedules may apply.

**Minimum Job Qualifications:**
Bachelor’s degree in education, public policy, or a related field is required. A Graduate degree is preferred.
Minimum of three years of experience in professional development or a related position.

Experience within the Oregon public education system. School administrative experience or legal professional development in school law preferred.

Knowledge of contemporary educational and administrative methods and practices with applicability to school and instructional improvement and program assessment.

Demonstrated commitment to diversity, equity, and inclusion.

Demonstrated ability to develop and implement professional development programming that is based on current research and education science.

Demonstrated experience in public speaking and providing instruction or professional development to adults.

Minimum three years of experience supervising staff including selecting, onboarding, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, and appraising job contributions; recommending compensation actions; adhering to policies and procedures.

Success working strategically with diverse colleagues, clients, and organizational partners.

Proficient in goal-based planning, systems analysis, and program evaluation.

Effective interpersonal skills and the ability to work well with people of various social, cultural, economic, and educational backgrounds.

Successful experience in working with locally elected school district, ESD, community college, and/or charter school board members. Successful experience working with local, state, and federal agencies and organizations.

Proficient in the use of the English language including vocabulary, spelling, grammar, punctuation, syntax, and reference. Must be able to write and communicate in a concise, logical manner.

Ability to work under tight time frames while managing competing demands and priorities. Able to adapt to frequent changes in workload and priorities.

To apply submit the following materials:
1. A cover letter;
2. Current resume.

Reasonable Accommodations:
Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Disabled persons may contact OSBA at (503) 588-2800 for additional information or assistance. Speech or hearing-impaired persons may contact OSBA for assistance through the Oregon Telecommunications Relay Service by dialing 1-800-735-2900.

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For an Application contact:
Oregon School Boards Association
1201 Court St., NE, Suite 400
Salem, Oregon 97301
Phone: 503-588-2800
Fax: 503-588-2813
https://osba.org/careers/

Hiring Schedule:
Open Until Filled

OSBA values a diverse workplace and strongly encourages women, people of color, LGBTQIA2S+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.

OSBA is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state, or federal laws.