

Job Announcement: Part Time Executive Director for League of Oregon Charter Schools (0.25 FTE)

Job Description:

Oversee all aspects of the nonprofit corporation including:

Fundraising. Raise enough money to pay salary.

Increase membership base.

Keep website up to date.

Seek additional opportunities to provide services within Oregon

Work with charter schools to move them forward.

Budget, payroll, taxes, and reports

Review and sign contracts

Sign checks

Manage the budget and financial aspects of the corporation

Prepare board packets

Ensure compliance with BOLI Regulations and labor laws

Support such as communication with the LOCS attorney on legal matters

Employee issues that are not solved at first level management

Qualifications:

Non profit fundraising experience.

Extensive knowledge in providing services to PreK- through grade 12 schools

Extensive knowledge of employment practices and laws

Strong analytical budget skills

Strong business skills

Strong interpersonal skills

Desirable Specialties:

Strong communication skills

Non profit management

Salary:

\$12,500 for 0.25 FTE

Start Date:

September 1, 2021

Application Deadline:

Open until filled

How To Apply:

Please send cover letter, resume:

Email: info@oregonleaguecharters.org

Contact:

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