

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 0.025 FTE

Start Date:

August 1, 2017

Application Deadline:

Open until filled

How To Apply:

Please send cover letter, resume:
Email: info@oregonleaguecharters.org

Contact: (541) 405-4315