

IPRC

INDEPENDENT PUBLISHING
RESOURCE CENTER

Independent Publishing Resource Center Executive Director Position Description

Current Need

The **Independent Publishing Resource Center (IPRC)**, in Portland, Oregon, seeks an **Executive Director** to take on the role in **January / February 2018**. The person in this **full-time exempt position** reports to the all-volunteer Board of Directors, and serves as manager to a staff of one full-time employee and two part-time employees, as well as a dedicated roster of volunteers.

About the IPRC

Since its inception in 1998, the IPRC has been dedicated to encouraging the growth of a visual and literary publishing community by offering space for community members to gather and exchange information and ideas, and to produce creative work. The IPRC's mission is to facilitate creative expression, identity, and community by providing individual access to tools and resources for creating independently published media and artwork. The IPRC is a well-respected pillar of Portland arts education and fosters intersectional community building in regional publishing, design, printmaking, letterpress, literary, and social justice/activism scenes.

Institutional Context

As the IPRC approaches its 20th year of operation, we celebrate two decades of serving the Portland community, and look forward to continuing to innovate as a leader in the local independent literary, arts, and DIY communities. With the recent relocation comes the opportunity to revitalize programming, outreach, and membership offerings, and to provide new ways of resource accessibility in order to continue to contribute as a relevant and innovative hub of community-centered printing and publishing in Portland.

In the summer of 2017, the IPRC moved to its current location in the historic Gardeners and Ranchers building near Portland's Produce Row. This unexpected

and capital-intensive move, coupled with ongoing rising operational and programming costs, placed the IPRC in the media spotlight along with many other small arts organizations facing rising rents and lack of available space across Portland. The members, volunteers, and IPRC community has stepped up repeatedly to raise funds necessary to support our relocation and ongoing programs and offerings.

The IPRC now finds itself physically positioned to secure new, vibrant leadership.

Position Summary

The IPRC seeks an Executive Director (ED) who is deeply motivated by our mission to provide individual access to tools for self publishing and who believes in the social and political impact of creative expression and access to arts education. This team-oriented leader will serve as steward of the organization's mission, and focus on development-driven expansion into our new facility and into new and dynamic programming with a goal of fostering and securing outreach opportunities and improving membership experiences.

In addition to being responsible for overall stewardship of the organization, as well as programming oversight, the ED is also responsible for the following core activities (among others):

- **Administrative Responsibilities:**
 - Proactive and empowering management of staff, as well as staff development.
 - Managing the organization's membership, and pursuing creative efforts to grow the membership base.
 - Managing critical financial operations for the organization such as payroll reporting, account monitoring, expense invoicing, and other financial reporting with support from bookkeeping.

- **Strategic Planning & Development:**
 - Managing the organization's grant processes, including cultivating and researching new public and private opportunities, writing, submitting, and reporting on grants.
 - Fundraising through quarterly and annual giving campaigns, as well as special/co-sponsored events and campaigns.
 - Managing individual and major donor relationships and cultivating new donors at all levels.
 - Developing key initiatives for 2018 and beyond, in programming, events, strategic development, and diversity and inclusion efforts within all areas of the organization.

- Community Leadership, Communications, & Public Relations:
 - Engaging in ongoing development of long-term, strategic, community partnerships with public and private organizations and corporations.
 - Developing and implementing diversity, equity, and inclusion initiatives.
 - Creating and distributing communications to the public, members, donors, and other stakeholders in accordance with the IPRC style guide.
- Programming Oversight & Funding Development:
 - Working closely with staff on various initiatives including outreach plans and securing funding for existing programs.
 - Assisting the Program Director with the development of all workshops, outreach efforts, programs, and events.
- Board Management:
 - Participating in new board member recruitment and development of resource council partners.
 - Engaging board members in all development and strategic planning efforts.
 - Informing the board of business status and financial reporting, budget drafts, strategic plans, as well as creating meeting agendas and participation in all board meetings.

Desired Competencies

- Diplomacy
- Advocacy
- Ability to build consensus
- Proven successful history in working with diverse communities and developing strategic, inclusive partnerships
- Passion for the arts and social justice
- Excellent, authentic/transparent communication skills
- Proven leadership acumen and demonstrable ability to handle pressure
- Enthusiasm for the DIY ethos
- Excellent Microsoft Office, budget development, accounting skills

Candidate Experience

Education

Bachelor's degree in nonprofit management, fine arts, or related areas, or equivalent additional work experience, with demonstrated on-going education and community engagement related to position. Preferred education: Graduate or post-graduate nonprofit management degree or certificate completion.

Work

Three to five years in progressively responsible nonprofit management role(s). Demonstrated success in significant fundraising, facilitating large-scale event and educational programming, and working with diverse communities. Experience working in the arts and for diversity, equity, and inclusion initiatives.

Industry / Climate Knowledge

Experience working with and understanding nonprofit/volunteer boards. Understanding and ability to develop and work within budgets. Ability to self-start and engage with multiple stakeholder individuals, organizations, and funding bodies in Portland's literary, publishing, visual art, design, social justice, arts education, library, and nonprofit communities.

Compensation & Benefits

This position is a full-time, exempt (salaried) position. Compensation ranges from \$30,000 to \$40,000 per year, depending upon experience. The IPRC offers medical insurance to full-time employees, as well as paid time off, holiday pay, and a host of other intangible benefits.

IPRC Facility & Environment

The IPRC is comprised of a studio space on 318 SE Main Street, and office, classrooms, and zine library space on 1305 SE MLK Blvd. The office space is used as conference rooms for meetings during the day and for certificate program and graphic design workshops in the evening. The studio space is staffed by volunteers six days a week and houses the letterpress, screenprinting, and bookbinding studios, as well as computer lab, copiers, and general workspace.

Examples of monthly programs that take place in the main studio space include letterpress, risograph, and screenprinting workshops as well as zine drop-in hours and bookbinding open hours. The center is open to members 12-9pm Tuesday through Thursday and 12-6pm Friday through Sunday. The letterpress, screenprinting, and bookbinding studios have weekly supervised printing hours staffed by volunteer supervisors. The event space is available for events such as readings and book release parties on weekends after 6pm.

AAP/EEO Statement

The IPRC is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. We provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or status as a veteran or disabled veteran in accordance with applicable federal laws. In addition, the IPRC complies with applicable state and local laws

governing nondiscrimination in employment in every location in which the IPRC has facilities and/or jobsites. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Search Timeline

Search closes: **November 20, 2018**

Interviews, site visits, finalist reviews: **December 2017 / January 2018**

ED training and official start date: **January / February 2018**

After carefully reviewing this position description, visiting the IPRC website, and, if you're in Portland, Oregon, visiting the space to get a better feel for who we are and what we do, please email your **letter of intent indicating position fit**, **résumé**, and **three samples of your work** (recent marketing / communications, written report, creative work) to:

info@iprc.org

Incomplete applications will not be considered.

Independent Publishing Resource Center
1305 SE Martin Luther King Jr Blvd.
Portland, OR 97214