



OSC Executive Director Job Description

Job Title: Executive Director

Organization: Oregon Startup Center (OSC)

Location: Beaverton, Oregon

Employment Type: Full-time

Salary Range: \$80,000 to \$100,000 (commensurate with experience and qualifications)

Benefits: To be negotiated

About the Oregon Startup Center (OSC):

The Oregon Startup Center (OSC), operating since 2005, is a vibrant hub of entrepreneurial innovation and community impact in the City of Beaverton. As a 501(c)(3), OSC empowers early-stage for-profit startups by providing essential mentorship, coaching, and investment opportunities, including through the Beaverton Startup Challenge, now in its 10th year! OSC also plays a pivotal role in fostering success for nonprofits through the recent addition of programming for these social impact organizations, delivering vital resources and support to nonprofits driving meaningful change in the region.

This is an extraordinary opportunity for a dynamic and visionary leader to shape the future of a thriving organization that serves as a catalyst for innovation, economic growth, and community transformation. If you're passionate about building ecosystems that empower entrepreneurs and nonprofits alike, this role offers the chance to make a lasting impact.

As the current Executive Director prepares to retire by June 30, 2025, this is your chance to drive OSC's growth and innovation, shaping its next chapter as a powerhouse of entrepreneurial and nonprofit success in Beaverton!

Key Responsibilities:

- **Strategic Leadership:**
Champion the development and execution of a visionary strategic plan that aligns with OSC's mission, driving measurable impact and sustainable growth. Inspire innovation and creativity to keep OSC at the forefront of entrepreneurial and nonprofit support.
- **Board Relations:**
Build a strong, collaborative partnership with the Board of Directors. Provide insightful updates on financial health, organizational performance, and strategic initiatives while leveraging their expertise to strengthen OSC's initiatives and reach.
- **Fundraising and Development:**
Lead transformative fundraising efforts by cultivating relationships with donors, securing grants, and identifying innovative revenue streams. Be the driving force behind financial sustainability and expanded organizational capacity.
- **Program Management:**
Design, implement, and evaluate impactful programs that meet the evolving needs of both for-profit and nonprofit organizations, positioning OSC as an indispensable resource in the entrepreneurial ecosystem.

- **Financial Oversight:**
Ensure the financial health of OSC through disciplined budgeting, proactive financial management, and transparent reporting. Maintain fiscal responsibility while driving growth and innovation.
 - **Stakeholder and Community Engagement:**
Serve as the face and voice of OSC, representing the organization at key events, fostering strategic partnerships, and building lasting relationships with community leaders, stakeholders, and partners. Advocate passionately for OSC’s mission to empower startups and nonprofits.
 - **Beaverton Startup Challenge:**
Spearhead the recruitment and engagement of angel investors, oversee the marketing and outreach for applicants, and lead the selection process for Challenge winners. Be at the heart of OSC’s flagship initiative, fueling innovation and entrepreneurial success.
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Qualifications:

- Proven expertise in startup business management or supporting entrepreneurial ecosystems, with a track record of fostering high-growth organizations.
 - Exceptional ability to coach and mentor small businesses, particularly those with high growth and scaling potential.
 - Demonstrated success in leadership roles, with accomplishments in fundraising, strategic planning, and program development.
 - Financial savvy with hands-on experience in budgeting, financial analysis, and managing organizational finances.
 - Outstanding communication and interpersonal skills, with the charisma and confidence to inspire diverse audiences and deliver compelling presentations.
 - Knowledge of governmental relations at city, county, and state levels, with an ability to navigate complex regulatory environments.
 - Marketing expertise, including creating and managing impactful newsletters, press releases, and promotional content.
 - Self-driven leader with excellent organizational skills to juggle multiple priorities effectively.
 - Hands-on experience with angel investment processes, including drafting and managing legal documentation (offering documents, convertible notes, K1 reports, etc.).
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How to Apply:

If you are an innovative and results-oriented leader passionate about empowering startups and nonprofits, we want to hear from you! Submit your resume and a cover letter detailing your qualifications and vision for the Oregon Startup Center at jmccreight@oregonstartupcenter.org. Applications will be reviewed on a rolling basis.