



# **NORTHWEST REGIONAL RE-ENTRY CENTER**

## **EXECUTIVE DIRECTOR**

Job Profile



6000 NE 80th Avenue, Portland, OR 97218



## THE ORGANIZATION

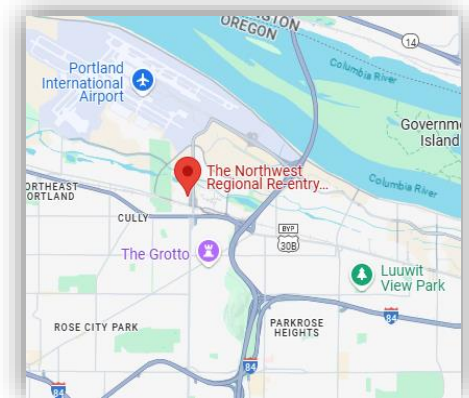
The Northwest Regional Re-entry Center (NWRRC) is a 150-bed residential re-entry facility based in Portland, Oregon, serving justice-involved individuals transitioning back into the community. Established in 1964, NWRRC is a non-profit 501(c)(3) Re-entry services contractor that collaborates with the Bureau of Prisons, United States Probation and Pretrial Services, Oregon Health Authority, and Multnomah County's Department of Community Justice to offer safe housing, re-entry support, and accountability to residents. Our mission is to support, educate, and empower residents through individualized transition plans while prioritizing community safety.

## THE POSITION

The Executive Director is the chief executive officer of NWRRC, responsible for overseeing all aspects of the organization, including strategic planning, financial management, program development, and stakeholder relations. Reporting to a dedicated Board of Directors, the Executive Director leads a team of 70 employees to ensure quality re-entry services, effective community partnerships, and the sustainability of NWRRC's mission. NWRRC's current Executive Director has been with the organization for the last 14.5 years, and the Facility Director has been with the organization for the last 27 years. A majority of the organization's leadership team is also highly tenured.

## COMPENSATION & BENEFITS

- **Salary:** \$180,000 (determined at/or negotiable based on experience).
- **Healthcare:** Comprehensive medical, vision and dental coverage. Employee premiums are covered at 100% and dependents at 50%.
- **Vacation:** Generous and family-friendly vacation, PTO, and sick leave.
- **Holidays:** 6 paid Holidays.
- **Retirement:** SEP-IRA Plan with a 7% contribution.
- **Professional Development:** Annual budget for training, certifications and ongoing education.
- **Relocation Assistance:** Available for eligible candidates.



## KEY RESPONSIBILITIES

- **Strategic Leadership:** Collaborate with the Board of Directors on policy, operational, legal, and financial matters. Develop and implement strategic initiatives to achieve organizational goals, innovation, collaboration, and maintain a culture of excellence.
- **Stakeholder and Community Relations:** Foster relationships with government officials, community organizations, funders, and other stakeholders. Represent NWRRC in public forums, meetings, and events.
- **Program Operations:** Support compliance and operational effectiveness through collaboration with the Facility Director and other leadership staff.
- **Budgeting and Finance:** Work with the Finance Director to develop, manage and monitor a \$9 million annual budget, ensuring fiscal responsibility and transparency. NWRRC's funding comes from government contracts and the Executive Director is responsible for negotiating and managing these contracts.
- **Staff Management:** Lead, evaluate, and develop executive staff and department heads, promoting a collaborative and inclusive work environment. Currently, the following positions report directly to the Executive Director: Facility Director, Finance Manager, Operations Manager, Human Resources Manager, Training Coordinator and Security Operations Supervisor. Overall, NWRRC operates with 70 staff.
- **Quality Assurance:** Implement quality assurance processes to monitor and evaluate program effectiveness, making data-driven decisions for continuous improvement.

## OPPORTUNITIES & CHALLENGES

- **Funding Reliance:** The organization's funding is contract-based, requiring strong relationship management with federal, state, and local agencies.
- **Evolving Re-entry Landscape:** The new ED will navigate the shift from traditional corrections-based models to more socially and culturally responsive re-entry practices.
- **Program Expansion:** Increased demand for re-entry services presents both growth opportunities and a need for more staffing.
- **Resident & Community Safety:** Maintaining a balance between accountability and support for residents to ensure safety and positive outcomes



*This was painted by a former resident to show how choices made can take you on different paths in life. This is now displayed in our cafeteria.*

## IDEAL CANDIDATE PROFILE

### Education and Experience

- Master's degree in Social Work, Criminal Justice, Public Administration, Business Administration, or a related field is preferred.
- 5+ years of executive leadership experience in re-entry services, corrections, or a related field, which includes knowledge of contracting and personnel management is preferred. Experience with diverse populations, including those with justice-involvement, substance abuse, mental health concerns, and co-occurring disorders is highly valued, including related certifications.

### Skills & Competencies

- **Leadership:** Demonstrated ability to motivate and guide a diverse team in a complex, mission-driven environment.
- **Financial Acumen:** Proficiency in financial management and budget oversight.
- **Relationship Building:** Proven success in engaging with stakeholders, government agencies, and community partners.
- **Program Management:** Experience in program development, implementation and quality assurance.
- **Communication:** Strong interpersonal and public speaking skills; ability to convey the mission and impact of NWRRC effectively.
- **Knowledge:** Knowledge of re-entry best practices, criminal justice system, mental health systems, and community resources preferred.

## APPLICATION PROCESS

Qualified candidates are encouraged to apply by March 15, 2025. To apply, please submit a resume, cover letter, and contact information for professional references to Brian Martinek, Executive Director, at [BrianM@nw-rrc.org](mailto:BrianM@nw-rrc.org). For questions, please contact Jessica Dietz, HR Manager, at [JessicaD@nw-rrc.org](mailto:JessicaD@nw-rrc.org).

*The Northwest Regional Re-entry Center is an Equal Opportunity Employer.*

