

Executive Director

Job Description

Reports to: Board of Directors

Salary: \$140,000-\$155,000

Benefits: Medical (premium 100% paid), vision, dental, 3 weeks paid vacation and 8 paid holidays

Hours: Full-time, Exempt, Monday through Friday with occasional weekend or evening work

Location: In-person in Portland, Oregon



About Hopewell House

Hopewell House is a residential care facility, providing round-the-clock care for those on hospice, with physical, emotional, spiritual, and social support. We understand the sacred role that exists in caring for the dying. As Portland's only residential care home for end-of-life care, we are unique in providing compassionate care for residents and emotional support for their loved ones. Our 12-bed, not-for-profit care home provides the highest quality of care from our professional and volunteer caregivers, with offerings that honor the rhythm of the dying process. Our residents and their loved ones are provided support and connection in whatever ways are meaningful to them. Hopewell House has a long history and has been operating in its current form since 2023.

Position Overview

The Executive Director is the chief executive and operational leader of Hopewell House who focuses on the current priorities of stability and sustainability. This role is responsible for the day-to-day operation, facilities management, and stewardship of the house and 501(c)(3) nonprofit, while also leading organizational strategy, financial sustainability, community engagement, and strategic vision. This position oversees staff and volunteers, partners with the Board, and cultivates the financial and philanthropic resources necessary to sustain and grow the organization's mission.

About You

You are a compassionate, emotionally intelligent, and steady leader who can balance heart-centered care with strong financial and operational judgment. You listen deeply, communicate clearly, and build trust across staff, volunteers, board members, donors, community partners, residents, and families. You lead with humility, warmth, integrity, and calm confidence. You are collaborative and approachable, yet decisive when boundaries, priorities, and strategic vision must be set. You know how to strengthen teams, support morale, navigate change, and keep people connected to our shared values of compassion, humility, mindfulness, respect, and hope.

Primary Responsibilities

1. Executive Leadership

- Lead to advance the mission, values, and strategic priorities of Hopewell House.
- Lead hiring, development, supervision, and retention of capable staff.
- Supervise senior leadership staff: Director of Administrative Operations, Health Services Director, Director of Admissions, Director of Development, Manager of Volunteer Operations, and Manager of Training and Education.
- Foster a healthy organizational culture grounded in trust, accountability, equity, and collaboration.

2. Operational Oversight

The Executive Director is the administrator of record and operational steward of the home, ensuring the facility operates safely, smoothly, and in compliance with government regulations through supervision of the leadership team.

- Provide comprehensive oversight of daily operations and administration of Hopewell House.
- Ensure the facility is safe, well-maintained, fully staffed, compliant, and welcoming for residents, families, staff, and volunteers.
- Promote and support a robust volunteer program with 150-180 active volunteers.
- Maintain active relationships with state licensing, regulatory, and oversight agencies, ensuring ongoing compliance with applicable rules and standards.
- Develop and maintain partnerships with community health systems, referral agencies, and contract partners.
- Maximize access to Hopewell House residential care while maintaining high quality, personalized resident care.
- Oversee risk management, safety protocols, emergency preparedness, and incident response.
- Develop, implement and regularly review administrative, operational, staffing, and facility policies and procedures.

3. Financial Management and Philanthropy

The Executive Director oversees financial health, sustainability, and revenue generation, in partnership with the Director of Administrative Operations and Director of Development.

Financial Management:

- Steward an approximately \$2.5 million annual operating budget.
- Ensure accurate, timely, and transparent financial reporting and internal controls.
- Oversee contracts, resource procurement, and expense management.
- Comply with requirements of 501(c)(3) nonprofit status.

Philanthropy:

- Oversee annual fundraising goals in collaboration with the Director of Development.

- Cultivate and steward relationships with individual donors, foundations, institutional partners, and community supporters.
- Support grant application development and major donor engagement as needed to ensure long-term sustainability.

4. External Relations and Communications

- Serve as the primary ambassador and public face of Hopewell House.
- Build and maintain strong relationships with community partners and local businesses.
- Enhance the organization's visibility and reputation through active community engagement.
- Oversee marketing, website, public relations, social media, and public presentations with support from an administrative assistant and contract professionals as needed.
- Ensure consistent messaging aligned with the mission, values, and strategic goals.

5. Board Relations

- Collaborate with the Board of Directors to set strategic priorities.
- Provide timely, accurate, and relevant information to support Board decision-making.
- Support Board compliance with bylaws, policies, and best practices in nonprofit governance.

Qualifications

Expected:

- Bachelor's degree and five years of management experience in health services, community-based care, social services, education, or other related field.
- Proven adaptive leadership, communication, and relationship-building skills.
- Facility and operational management experience.
- Track record of sound financial and business management.
- Active Residential Care Facility (RCF) Administrator License, or ability to obtain within 60 days.

Preferred:

- Master's degree in health services, social services, or nursing.
- Leadership experience in a community-based healthcare setting, preferably with end-of-life care.
- Knowledge of the local hospice and healthcare landscape.
- Familiarity with highly regulated healthcare environments with preference for knowledge of community-based care (CBC) facilities.
- Experience with crisis management and complex operational challenges related to managing a residential care facility with 24/7 visitor access.

How to Apply

Nonprofit Professionals Now (NPN) is pleased to partner with Hopewell House to conduct this executive director's search. All applications are submitted through the application portal and include a resume and cover letter. Once materials are submitted, NPN staff will review them as part of the hiring process.

Application Deadline: August 16, 2026

Application Portal: <https://tinyurl.com/hopewellED>

hopewellhousepdx.org