

AFFILIATE DIRECTOR APPLICANTS SOUGHT

Oregon Destination Imagination (ORDI) is seeking a dynamic, mission-driven leader who is passionate about leading hands-on operations, fostering growth, and developing and managing programs that engage program participants.

As the chief executive for ORDI, the Affiliate Director reports to a supportive and actively engaged Board of Directors and provides overall vision and leadership, manages the activities and affairs, and provides guidance on strategic goals and objectives for the Affiliate. The Affiliate Director plans and organizes programs and activities that support the Affiliate's mission and generally directs the operations of the organization.

The Affiliate Director is a volunteer position with a two-year term (renewable), beginning as soon as August 2026. On-boarding and training is provided. Typical time commitments will vary through the ORDI fiscal year that begins July 1. June through December expect <20 hours per month for correspondence, board participation, some recruiting, and logistics/coordination work. January through March is the busy tournament season; candidates should expect to put in up to 10 hours per week, plus attendance at tournaments. The month of May includes several days to attend Global Finals.

The ORDI mission and goal are provided [here](#). A brief outline of ORDI, its history, organizational structure, and the role of the Board of Directors, to which this position would report and be in active engagement with is provided [here](#).

A detailed job description is available [here](#).

APPLICATION PROCESS: Interested applicants for the Affiliate Director of Oregon Destination Imagination are encouraged to provide the following responses to Brenda Crouser by email (AD@oregondi.org) or mail (11519 SW Vacuna Court, Portland, OR 97219):

Letter of interest for the Affiliate Director position that includes the following elements:

- A. **Provide contact information:** Name, mailing address, email and phone number
- B. **Provide experience with Destination Imagination AND/OR other student-centered programs:** Include roles, approximate dates of service
- C. **Provide education or training, work skills or experience** you believe could help Oregon Destination Imagination grow and thrive. This may include hobbies and personal areas of interest.

2. **Up-to-date copy of your resume or curriculum vitae** highlighting relevant experiences, accomplishments, and interests relevant to the Affiliate Director role

We will acknowledge receipt of your application as soon as it is received. Your application will be forwarded to Board Members for review before an interview is scheduled. This position shall remain open until a qualified candidate is selected.

MISSION AND GOAL:

The mission of Oregon Destination Imaginations is to engage Oregon's students as they become the innovators of the future. ORDI's goal is to create a different type of learner: a learner who asks questions, a learner who is in control of their learning, and a lifelong learner. We achieve this mission by offering teams of students, from kindergarten through university levels, the opportunity to showcase their unique solutions to science, technology, engineering, arts, math ("STEAM") and service learning challenges, to watch each other present, and to celebrate their achievements together. We host tournaments at the regional and state levels.

OUTLINE OF ORDI:

Oregon Destination Imagination is a 501c3 corporation registered in the state of Oregon. Our overarching purpose is to nurture creativity and teamwork in Oregon's youth through creative problem solving.

As a non-profit corporation established in 1981, and reorganized in 2000, we are governed by a Board of Directors that meets 3-4 times a year via Zoom. The Board of Directors is a "working board," which means each board member is expected to attend and actively participate in Board Meetings (making financial and operational decisions for the good of the organization) as well as assume responsibility for various aspects of delivering the DI Program each year and for participating in events during the year like the training of volunteers and planning and executing the annual Tournaments. Some board members may serve as Team Managers, Tournament Directors, Challenge Masters or appraisers, Treasurer or Secretary, or provide training or marketing expertise.

While completion of the primary operational duties (recruitment, training, tournaments) falls to the oversight of the Affiliate Director, various board members or other volunteers are responsible for completion of events or tasks.

JOB DESCRIPTION:

The Affiliate Director serves as the Chief Executive Officer of the Organization and, subject to control of the Board, supervises and monitors the affairs of the Organization and the activities of

the Officers, and/or committees and ensures all duties are performed in a timely manner. Typically, the responsibilities of the Affiliate Director include:

As the Oregon Destination Imagination direct representative to DIHQ:

1. Actively participate in Monthly Affiliate Director video meetings
2. Attend annual Affiliate Director meeting at Global Finals if scheduled.
3. Complete forms or surveys from DIHQ and distribute information as requested

As a member of the Board of Directors:

1. Actively participate in quarterly Board meetings, sharing information about program status, as well as news from DIHQ staff.
2. Recommend and assist with identifying and recruiting qualified candidates to fill Board vacancies.

With the Board Secretary:

1. Establish meeting dates and agendas for quarterly Oregon DI Board meetings.
2. Maintain a participant database and distribute participation information as needed.
3. Ensure Bylaws and Policies and Procedures are reviewed at least every two years or as required if there are major program changes.
4. Handle correspondence and inquiries regarding the program.

With the Board Treasurer:

1. Provide input for annual budgeting
2. Submit expenditure documentation to the Treasurer regularly and respond to questions in a timely manner.

With the Tournament Director(s):

1. Communicate regularly throughout the program year to ensure all logistical aspects of the annual Showcase or Regional Tournament and Affiliate Tournament are happening in a timely manner to include securing locations, setting up *RegisterYourTeam* accounts (DIHQ), creating schedules, communicating with Team Managers, Appraisers and other Tournament volunteers.
2. Participate in national or international competitions and accompany qualifying teams to such competitions OR delegate another volunteer to represent ORDI leadership in such participation.

With the Training Coordinator:

1. Identify qualified candidates for each position and provide training for Affiliate Challenge Masters and Affiliate Head Appraisers, or ensure that alternate, equivalent training is available.
2. Conduct supplemental training or develop materials for Team Managers or Team Members (zoom, video or printed) as needed.

With the Marketing Committee:

1. Plan, promote and participate in informational sessions for prospective participants and actively recruit new teams, organizations or school districts for participation.
2. Develop and revise program materials as needed.
3. Develop and distribute informational materials for Oregon teams as needed

With the Merchandise Coordinators:

1. Coordinate the creation, purchase, receipt and distribution of Affiliate merchandise, such as pins, tee shirts and other merchandise.

With the Webmaster:

1. Coordinate the Organization's public website or social media accounts to ensure they are maintained in accordance with national program standards and reflect the current program materials, dates and locations of events sponsored.

With Alumni Representatives:

1. Create identifying clothing or items (such as red ties) for program alumni who volunteer with Oregon DI.
2. Organize one or two social events for program alumni during the calendar year.
3. Communicate with program alumni at least once annually providing dates and locations for volunteering opportunities