



DATE: August 28, 2024
TO: Board of Commissioners
FROM: Hope Whitney, General Counsel
SUBJECT: Report Number 24-43
Update on the Prosper Portland Executive Director Recruitment Process

BRIEF DESCRIPTION OF INFORMATION ITEM

No action is requested; information only.

STRATEGIC ALIGNMENT AND OUTCOMES

This action delivers on the agency’s strategic objective to operate an equitable, innovative, and financially sustainable organization.

BACKGROUND AND CONTEXT

Chapter 15 of the City of Portland charter establishes the Prosper Portland Board of Commissioners’ (Board) administrative powers and procedures, which include the “authority to appoint, employ and discharge such officers, employees and agents as the Commission finds necessary or convenient for the efficient and economical performance of its duties, and to fix and provide for their compensation.”

At the August 28, 2024, Prosper Portland Board of Commissioners (Board) meeting, staff will facilitate a discussion among members of the Prosper Portland Board to consider and receive input on Hiring Guidelines (job description, salary, and process) for identifying and appointing a new executive director. The Hiring Guidelines will be used as the basis for the selection of a new executive director and will allow Prosper Portland to protect the confidentiality of prospective candidates during the recruitment and selection process.

The search for Prosper Portland's Executive Director will commence in early September, following the selection of an executive search firm that will refine the Hiring Guidelines to be approved by the Prosper Portland Board at a future meeting. The recruitment timeline is structured to ensure a thorough search, with the goal of extending an offer by the end of 2024. This timeline provides for dedicated time for quality sourcing while also aiming to conclude interviews by late November.

Input from key internal and external stakeholders will be sought to shape selection priorities and inform the focus of screening and interview questions. The search process will seek candidates with a strong understanding of and connection to the region, a proven ability to advance racial equity, and expertise in inclusive economic development and urban redevelopment. Staff are confident this approach will ensure the selected search firm identifies executive director candidates who not only excel in the industry but who also align with Prosper Portland’s mission and values.

EQUITY IMPACT

This action will ensure that the search for a new executive director includes a diverse set of candidates, backgrounds, and perspectives.

ATTACHMENTS

None.