

WASHINGTON NONPROFITS EXECUTIVE DIRECTOR POSITION PROFILE



Position: Executive Director
Reports to: Board of Directors
Location: Washington State (The organization is statewide. It would be possible for the Executive Director to work from any part of the state.)

About Washington Nonprofits

In the six years since it was established, Washington Nonprofits (WN) has become a dynamic organization, recognized across the state and nationally for successfully carrying out its mission to build a strong, collaborative network of nonprofits serving Washington communities through advocacy, education, and capacity building. Working with local partners, WN has sponsored statewide and regional conferences, established a learning program that crosses the State, and developed a public policy program that includes direct advocacy, applied research, sector promotion, and community impact projects. Programs and services have grown along with the organization's membership. In 2016, nonprofit conferences held in Bellevue, Yakima, and Spokane attracted well over 1,000 total participants, and 123 training events served over 9,000 participants from Grays Harbor to Colville.

During this period, the organization's annual budget has grown to over \$1 million, with a staff of seven. Support for WN's work comes from private foundations, the Washington State Office of the Secretary of State, conference and workshop fees, business sponsors and our over 500 members.

During its first years, Washington Nonprofits has established itself as a truly statewide organization, gained recognition from the National Council of Nonprofits, and created the infrastructure to support future growth. Having emerged from this initial period of grounding and growing, Washington Nonprofits is poised to increase its impact. Strategic goals for the coming period include strengthening our advocacy presence, amplifying our members' voices and influence, and providing the tools that nonprofits need to succeed.

Learn more about Washington Nonprofits at www.washingtonnonprofits.org.

Position Summary

Washington Nonprofits seeks an Executive Director (ED) who brings a powerful combination of visionary leadership, people skills, nonprofit experience, and business savvy to help us grow to the next level of program and operational excellence. The ED will work closely and collaboratively with WN's staff, board and partners to advance the nonprofit sector in Washington State. The ED will shape and communicate the vision and strategic direction of WN, lead staff and volunteers, and ensure that the organization is well managed and accountable to its membership.

WN is a network organization, highly dependent on a wide array of partners to accomplish its work. The ED will be instrumental in maintaining existing partnerships and forging new ones. She or he will be a primary spokesperson for the organization, and must be able to advocate strongly for the best interests of the nonprofit sector in Washington State. She or he should be committed to growing our membership.

The next ED will be instrumental in shaping the strategic direction of WN as we move from a startup to an influential player in nonprofit, government and philanthropic circles. A sophisticated understanding of the strengths and needs of the nonprofit sector is required, as well as an openness to ongoing learning from our members and partners.

Key responsibilities include:

- **Program leadership:** setting the vision and strategic direction of the organization with the board and staff and implementing chosen strategies
- **Staff leadership:** supervise and build a strong staff team spread across Washington and a healthy organizational culture
- **Community relations:** develop and maintain partnerships, act as a spokesperson and advocate
- **Fundraising:** solicit funds from a variety of sources and ensure that the organization has the resources to accomplish its work
- **Financial management and administration:** maintain sound financial records, operate within budgetary constraints, ensure legal compliance
- **Board partnership:** collaborate with the board of directors on strategic decisions and partner on the recruitment and full engagement of board members

Profile of the Successful Candidate

The successful candidate will be an inspiring leader who is able to represent the organization capably and work well with a wide range of partners while also building a strong staff team and a healthy organization.

Competitive candidates will possess most or all of the following qualifications:

- Deep knowledge of the nonprofit sector in Washington state
- Excellent written and oral communication skills
- Experience representing an organization as its primary spokesperson
- A minimum of five years of progressively responsible management experience in a nonprofit
- Collaborative leadership style and staff management experience
- Previous experience leading an organization through change and growth preferred
- Experience in public policy advocacy
- Experience with a membership based organization preferred
- Demonstrated ability to raise funds from a range of sources, including foundations, corporations, government, and individuals
- Demonstrated commitment to equity
- Highly trustworthy
- Expert knowledge of Microsoft Office Suite and data analysis, and experience with donor database software (Salesforce preferred)
- Ability and willingness to work outside of normal business hours on a regular basis
- Ability to travel statewide by car

Additional Information

Start Date: May or June 2017

Compensation: Salary range of \$85,000-\$95,000 depending on experience, with paid time off and health insurance stipend.

To Apply: Washington Nonprofits is an equal opportunity employer and all qualified applicants are encouraged to apply. All applications will be held in strict confidence. Please submit your resume and a cover letter detailing your interest in the position and qualifications to hr@washingtonnonprofits.org by March 20, 2017. Questions may be directed to Laura Pierce at laura@washingtonnonprofits.org.