



## Executive Director Job Responsibilities

**Position Title:** Executive Director

**Reports to:** Board of Directors

**Position Type:** exempt, regular, full-time

**Date:** July 31, 2017

The Puget Sound Sage Executive Director reports to the Board of Directors to ensure the overall success and integration of programs and operations. The Executive Director is the lead role in the organization and supports the work and success of the staff, board, and organization as a whole.

### POSITION SUMMARY

We are seeking an Executive Director to lead and carry out the vision and the strategic plan of the organization, including Puget Sound Sage's **Theory of Change**. We seek a candidate who is aware of equity and anti-racist frameworks as they apply to organizational structure and management, and has the capacity and interest to lead within such a framework. They will be responsible for making clear and transparent strategic decisions, managing a team of experienced and talented staff, and serving as a liaison between Sage's staff and its coalition board. They need to be a dynamic leader and the public face of Sage with government, funders, labor, and coalition partners. The ED will support actively the implementation of the fundraising strategies and serve on national, statewide, and regional coalitions, such as The Partnership for Working Families and Front and Centered. The ideal candidate will be someone with local connections with labor and community and/or able to make and sustain local linkages, lived experience, and can work well with the Sage board and staff. They will exhibit strong communication skills both externally and internally.

### RESPONSIBILITIES

#### Fund Development and Fiscal Management:

- Oversee development plan in order to provide a stable funding base for Puget Sound Sage.
- Work with Development Director to ensure successful fundraising for Sage, applying for and tracking existing and new grants (major donors, private foundations, and government contracts).
- Create and maintain relationships with current funders.
- Inspire prospective funders with confidence in Sage.
- Help develop (and monitor) Sage budgets and financial plans with the Development Director and Sage Board.
- Oversee and administer budget, financial reports, records, and other systems.
- Approve all spending in consultation with and input from staff; meet Board-approved budget requirements.

#### Organizational Development and Management (OOM):

- Inspire and help develop a strong, motivated, and focused staff team and work within a participatory decision-making structure which balances efficiency, autonomy and relevant input where appropriate.
- Oversee the implementation of anti-racist organizational structure practices.
- Oversee recruitment and execute hiring of new staff according to Sage personnel policies.
- Oversee training, supervision and evaluation of staff; ensure and support staff professional development.
- Work with staff to develop work plans and periodic assessment mechanism to monitor progress on organizational and campaign objectives.
- Develop collaborative projects, when appropriate, with progressive think tanks, community based organizations, and academia that align with our strategic plan, theory of change, and funded work.
- Work with staff to develop highly credible policy positions that advance Sage's agenda.

- Work with staff to organize strategic, winning campaigns that combine lobbying, research, and mobilization to achieve policy outcomes.
- Ensure that Sage is using our synergistic program elements effectively to create a powerful local movement grounded in sound policy ideas, and notable for its concrete community victories.
- Ensure Puget Sound Sage's compliance with state and federal laws for taxation, corporate status, etc.
- Hire and manage consultants as needed.

#### **Board Relationship and Development:**

- Facilitate strong board and staff alignment to anti-racist organizational structure.
- Facilitate strong board and staff alignment around revisions to organizational structure, strategic priorities, and annual and long range programmatic and financial goals.
- Assist the Board in achieving its annual and long-range programmatic and financial goals.
- Provide periodic updates to the Board on organizational, programmatic, and financial objectives.
- Assist the Board in recruiting and preparing new members to Sage's Board.
- Work with Board and staff to develop new campaigns or consider public positions on political initiatives

#### **Community and Public Relations:**

- Inspire communities to affect change.
- Work with program staff to develop and maintain effective relationships with labor partners, community partners, and political allies.
- Participate in the Partnership for Working Families (PWF) Board and coordinate with PWF as needed to stay abreast of best practices and share in the growth of an emerging movement.
- Represent Puget Sound Sage at events, in the media, and in other venues to maintain Sage's reputation and project Sage's theory of change.
- Initiate new relationships with relevant institutions and negotiate with decision-makers when appropriate.

#### **CRITERIA FOR IDEAL CANDIDATES**

- Demonstrated commitment to anti-racist, social justice work, including knowledge and familiarity of equity frameworks and the capacity to lead within such a framework.
- 3-5 years of policy, labor and community organizing history (paid or unpaid work) especially in underrepresented communities (immigrant/refugee, LGBTQI, POC, low-income, workers).
- Demonstrated leadership, including making transparent and fair decisions which reflect racial justice values and mission of Sage.
- Hold deep ties with communities of color and refugee/immigrant communities from South Seattle and South King County and/or able to make or sustain local linkages.
- 3-5 years of experience in nonprofit organizational development and financial management.
- Strong and clear communication skills, including grant writing and public speaking
- Strong facilitation skills and experience working with diverse stakeholders and coalitions.
- 3 years of nonprofit supervision and mentorship experience
- 3 years of fundraising experience
- Strong working knowledge of desktop office products
- Ability to manage time well and complete tasks and projects by targeted dates
- Ability to work some evenings and weekends, and travel in and out of state

**Location:** Seattle, WA

**Salary:** \$75 – 90K for 40 hours/week, depending on experience, plus benefits.

**To apply, please send resume and cover letter with subject "Executive Director" to [info@pugetsoundsage.org](mailto:info@pugetsoundsage.org).** We will be reviewing applications starting August 21, 2017 and will accept applications on a rolling basis thereafter.

Puget Sound Sage is an equal opportunity organization.  
Women and People of Color are strongly encouraged to apply.

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[www.pugetsoundsage.org](http://www.pugetsoundsage.org)