

EXECUTIVE DIRECTOR, WASHINGTON INITIATIVE FOR DIVERSITY

Scope of Responsibility

The Executive Director will be responsible for the strategic, marketing, programmatic and financial management of the Washington Initiative for Diversity. This is a part-time position.

Essential Duties and Responsibilities

- Develop and implement marketing and advocacy strategies for the Initiative, as well as the legal diversity and inclusion objectives of the Initiative.
- Conduct fundraising and capital campaign activities.
- Work with the Initiative for Diversity Governing Council to secure signatories to the Commitments to Diversity promulgated by the Initiative; collaborate with law firms, corporations, governments, minority bar associations, non-profits and other legal employers.
- Develop information and resource materials for legal employers and other stakeholders.
- Manage business operations in accordance with standard business practices.
- Direct and/or review the work of volunteers and other professionals as necessary.
- Collaborate with and provide staff report to the Governing Council of the Initiative for Diversity.

Required Qualifications

- Minimum of 5 years of experience in senior-level legal or non-profit management.
- Experience working on diversity programming and driving diversity goals and objectives.
- Thorough knowledge and understanding of diversity and inclusion issues in the legal environment.
- Experience in performance assessments and related tools to collect, measure and evaluate performance.

The preferred candidate will also have:

- Extensive experience interacting with high-level professionals in the legal community. Should have an understanding of and the ability to maneuver in the legal communities throughout the State of Washington.
- Experience at the Executive Director level.
- Proven leadership and the ability to manage and lead a team.
- Juris Doctor degree.
- Exceptional interpersonal skills and communication/presentation skills (oral and written).
- Experience in public relations and outreach to media.
- Proven skills in managing multiple and complex projects effectively and simultaneously.

Compensation: Salary Range: \$55,000 - \$75,000/year; duties will require, on average, 24 to 30 hours per week as required by the workload.

Application Process: This position is open until filled. However, for earliest consideration expressions of interest should be received by July 9, 2012. Interested parties may submit a resume, cover letter, references and salary requirements to:

Administrative Office of the Courts
Attention Human Resources
P.O. Box 41170
Olympia, WA 98504-1140
Or email to:
Employment@courts.wa.gov

For more information about the Initiative for Diversity, visit www.initiativefordiversitywa.org