**EXECUTIVE DIRECTOR, WASHINGTON INITIATIVE FOR DIVERSITY**

**Scope of Responsibility**

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for the Washington Initiative for Diversity (WID) staff, volunteers, programs, expansion, and execution of its mission. This is a part-time position with approximately 24-30 hours per week.

**Essential Duties and Responsibilities**

**Leadership & Management**

* Ensure ongoing program excellence, evaluation and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
* Actively engage and energize WID volunteers, board members, minority bar associations, event committees, partnering organizations, funders, and other stakeholders.
* Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction for statewide participation.
* Ensure effective systems to track progress, evaluate event and program components, so as to measure successes that can be effectively communicated to the board, funders, partnering organizations and other stakeholders.
* Provide leadership and direction for WID Signature events; the Judicial Institute and Executive Leadership Summit

# Fundraising & Communications

* Expand revenue generating and fundraising activities to support existing program operations and statewide expansion.
* Deepen and refine all aspects of communications – from web presence to external relations with the goal of creating a stronger brand.
* Use external presence and relationships to garner new opportunities.
* Develop a statewide outreach, and communications plan to increase awareness, and build support for the WID

**Required Qualifications**

* Minimum of 5 years of experience in senior-level legal, government or non-profit management.
* Experience working in a setting in which diversity, inclusion and equity were the primary focus of the job.
* 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.
* Proven experience building successful networks with organizations and individuals to enable diversity initiatives to move forward and expand.
* Proven leadership and the ability to manage and lead a team.
* Bachelor’s Degree in related area or equivalent combination of education and experience.
* Interpersonal skills and communication/representation skills (oral and written).

The preferred candidate will also have:

* Proven skills in interpersonal communications and with demonstrated experience in the promotion and/or facilitation of diversity issues with senior level professionals.
* Demonstrated ability to build relationships with and among various interest groups.
* Demonstrated competency with issues relating to inclusion, equity and access to justice.
* Experience at the Executive or Associate Director level.
* Juris Doctor or Graduate degree.
* 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 application materials should be received by February 15, 2017. Interested parties may submit a resume, cover letter, 3 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](mailto:Employment@courts.wa.gov)

For more information about the Washington Initiative for Diversity, visit [www.initiativefordiversitywa.org](http://www.initiativefordiversitywa.org)