

Position Opening: Executive Director

Washington Appleseed

Category: Executive Director

Closing Date: February 16, 2016

Contact: Rebecca Lightsey, Washington Appleseed

Email: rebecca.lightsey@gmail.com

Organization: Washington Appleseed

City: Seattle, WA

Description

Washington Appleseed is seeking an accomplished, action-oriented leader as Executive Director. Part of a nonprofit network of 17 public interest justice centers in the United States and Mexico, Washington Appleseed works to address systemic social and economic problems affecting low-income families, children, and marginalized populations in Washington State. We are dedicated to building a society in which opportunities are genuine, access to the law is universal and equal, and government advances the public interest.

Working with our pro bono network, we identify and examine social and economic injustices, make specific policy recommendations, and advocate for effective solutions to deep-seated structural problems. Together, Washington Appleseed and other Appleseed Centers form a network for positive change, building a society that provides each individual access to justice and a genuine opportunity to live a full and productive life.

Founded in 2004, Washington Appleseed has a history of success in creating system change and currently has a set of important projects underway. Dedicated to community service and partnership, and governed by a strong Board of Directors, Appleseed seeks to continue to build on our successes and take our mission even further. We are looking for a dynamic Executive Director to guide the organization with the Board of Directors, and to oversee the implementation of all day to day operations.

Position Responsibilities: The Executive Director will report to the Washington Appleseed Board of Directors. S/he will be responsible for working with the board to set the strategic direction of the organization, manage all projects, oversee all day-to-day operations, develop and manage all fundraising, provide fiscal oversight, oversee collaboration with legal and community partners, and represent the organization to the community.

Candidate Requirements: The ideal candidate should possess demonstrated skill, experience and success in/with the following areas:

- Previous experience as executive director or senior leader in a non-profit organization, with a deep understanding of the role of law and public policy in promoting social justice
- Willing to be the public face of the organization
- Development & implementation of strategic plans/initiatives and projects
- Significant fundraising and donor cultivation in non-profit sector
- Grant writing and management of foundation grants
- Development and management of operating budgets and financial oversight
- Building and sustaining positive relationships and collaborations with key individuals, constituencies and partner organizations
- Effective management, delegation and empowerment of colleagues and staff
- Marketing, media and public relations
- Legislative and regulatory advocacy at local, county, state or national levels
- Maintaining an organization's focus

The successful candidate should possess the following personal attributes and competencies:

- Accountable (holds self and others accountable for performance); sets high expectations for self and others, follows through on commitments
- Excellent communications skills – oral, written, listening and public speaking; articulate, direct & concise
- Ethical, discreet, professional
- Creative thinker and problem-solver
- Exemplary interpersonal skills; personable; engaging; comfortable and effective in dealing with wide variety of people and constituencies
- Passionate and committed to the mission
- Decisive, while remaining open-minded and considerate of others' views; actively seeks input on key decisions; demonstrates consistency and fairness in decisions
- Good motivator/team-builder/convener
- Team player with a good sense of humor
- Self-starter

Required Qualifications:

- Demonstrated passion for social and economic justice
- A bachelor's degree in liberal arts or related field
- 3 years' experience in non-profit management, law or public policy
- Excellent written and oral communication skills
- Demonstrated experience in supervision of staff and volunteers
- Demonstrated experience in fundraising and fiscal management
- Demonstrated experience in working with a Board of Directors

To Apply: : Please submit a letter of interest, resume, writing sample, 3 references and salary expectations to Rebecca Lightsey via email, rebecca.lightsey@gmail.com with documents in MS Word or PDF format. Please include "ED application" in the subject line. No phone calls please.

All submissions will be held in strict confidence and will be acknowledged. Washington Appleseed is an Equal Opportunity Employer and desires a highly diverse candidate group.