



## Interim Executive Director

### ABOUT PUGET SOUND SAGE

Puget Sound Sage is a dynamic and mindful multi-racial and worker centered think and act tank. We develop our policy priorities by grounding our policies in community-based research and vetting potential policy opportunities with people of color and worker led and serving organizations. From this process, we have advocated for and passed some of our region's most exciting policies that promote climate justice, good jobs, equitable development, and leadership development in low-wage and people of color communities. Over the past 12+ years, Puget Sound Sage has grown from a one-person advocacy organization to a fully staffed, dynamic organization with a \$1.8 million dollar budget and over fifteen staff. We are in strong financial position, we have talented self-starting staff, powerfully positioned board members, and strong community partnerships.

### ABOUT THE POSITION

We are seeking a steward leader to serve as Interim Executive Director beginning in January 2020 with an anticipated end date of December 2020. The Interim Executive Director will work with the board, staff and our partners to execute the transition process, lead the search for a permanent Executive Director, work with the staff and board to steward donor relationships, and provide support in preparing the board and staff for strategic planning in 2021 by running an organizational assessment.

***Given that the Interim ED will be responsible for overseeing the permanent ED search, we are explicitly seeking applicants for Interim ED who are not interested in holding the permanent ED role.***

**Position title:** Interim Executive Director

**Position type:** Full-time, Exempt

**Rate of Pay:** \$75,000 - \$90,000

**Reports to:** Board of Directors

**Start date:** January 2020

**Location:** Seattle, WA

### RESPONSIBILITIES

#### Fund Development

- Work with Development & Communications team to create an overall fundraising strategy that aligns with short and long-term program, organizing, and policy goals.
- Meet regularly with the Development and Communications Director to implement the annual development plan including: reviewing upcoming grant opportunities, determining which program staff should participate in developing grant deliverables, planning our annual event, and preparing to meet with individual donors
- With the support of the program and development staff, steward relationships with existing funders, including foundations, government agencies, institutions, unions, and individual donors
- Work collaboratively with the directors' team on grant proposals to provide clear work plan strategies that align with Puget Sound Sage's long-term vision and goals
- Work with staff to navigate shared funding applications with partners

## Budget & Financial Oversight

- Meet regularly with the Operations Director and the Finance & Operations team to ensure smooth operations and financial management
- Coordinate development of annual budget in collaboration with the Operations Director, Development Director, and with input from all staff
- Provide final approval on organizational budget prior to Board approval
- Review and approve all partnership MOUs
- Ensure organizational compliance in accordance with municipal, state, and federal laws pertaining, but not limited to: Puget Sound Sage's tax filing status, lobbying disclosure, human resources, labor practice, etc. with support from Operations team and attorney

## Organization Development & Management

*We believe in modeling the work we hope to see externally within our own practices. As such, Puget Sound Sage has an Organizational Development Specialist (ODS) who is responsible for working with the Interim ED to help us build a nurturing and anti-racist internal culture.*

- Work with the ODS to 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
- Support the ODS, who manages HR practices and executes hiring of new staff
- Oversee, with the guidance of the ODS, the implementation of anti-racist organizational structure and practices
- Oversee training, supervision and evaluation of staff; support staff professional development
- Work with staff to develop work plans and periodic assessment mechanism to monitor progress
- Oversee, with support from the ODS, regular organizational assessments and opportunities for board and staff relationship building

## Policy & Campaign Development

*Puget Sound Sage's program and policy staff are seasoned staff who play a key role in ensuring our policy priorities are grounded in community reality. We develop our policy priorities from our coalition partners and community based participatory research in tandem. It is essential that the Interim ED share our values of ground-up policy solutions: i.e. developing and advancing policy solutions developed from the problems and solutions put forward by community based organizations, people of color and low-wage workers.*

- Follow the leadership of the staff and board to develop highly credible policy positions grounded in the priorities, solutions and leadership of those with whom we hold ourselves accountable to advance our shared agenda

## Board Relationship & Development

*Our board and staff are committed, dynamic movement leaders. The Interim ED will play a pivotal role in ensuring that the board and staff meet and plan together regularly.*

- Facilitate strong board and staff alignment on anti-racist organizational structure, revisions to organizational structure, strategic priorities, and long-term programmatic and financial goals
- Provide periodic updates to the Board on organizational, programmatic, and financial objectives
- Assist board in recruiting and preparing new members to Puget Sound Sage's Board of Directors
- Shape, with board and partners, the transition of a 501c4 sister organization named Amplify which was launched to create necessary infrastructure to shape a more responsive democracy grounded in communities
- Work with board, staff and partners to develop new campaigns or consider public positions on political initiatives

## QUALIFICATIONS

- 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/or 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 Puget Sound Sage
- 3-5 years of experience in nonprofit organizational development and financial management
- Strong and clear communication skills, including 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
- Ability to manage time well and complete tasks and projects by targeted dates
- Ability to work some evenings and weekends, with occasional travel in and out of state

## COMPENSATION

The salary range for this position is between \$75,000 - \$90,000. Full family health benefits, retirement contribution after one year of employment, generous vacation and personal time, and transit pass.

## TO APPLY

To apply, email resume and cover letter to [jobs@pugetsoundsage.org](mailto:jobs@pugetsoundsage.org). Please use “Interim Executive Director” as the subject line, and address the cover letter to Michael Ramos. In the body of your email, please let us know how you found out about the position, and label all submitted materials with your first and last name. This position is open until filled, but priority review will be given to candidates who have submitted their applications **by December 31st**. Applications received after that date may be reviewed in a second round. Only applicants who are offered interviews will receive a response.

*Puget Sound Sage is committed to hiring and advancing personnel with an explicit regard to advance women, black people, indigenous people, people of color, immigrants, LGBTQIA people, and other people from traditionally underrepresented communities. Further, we are committed to working with allied organizations which do the same.*