



Interim Executive Director (FTE, Temporary Position through September 2019)

The Washington Bus seeks an experienced transitional leader to fill the position of Interim Executive Director. This position provides a unique opportunity to work in an organization that is at the forefront of shifting our political process into a more inclusive and equitable space. The Bus drives up to the edges of the known civic engagement map, and then goes beyond. The Interim Executive Director must navigate and thrive under these dynamics, and be fully committed to steering the Bus into the era ahead. The Interim Executive Director is responsible for the organization's consistent achievement of its mission and financial goals.

About the Washington Bus

The Bus is a statewide movement building organization that engages young people in the civic process. As the Washington State affiliate of the Alliance for Youth Action, we focus our resources on empowering young people of color, LGBTQ youth, first generation college students, and young people from working class and immigrant communities. We activate our generation through education, civic participation, and hands-on democracy, and work to put the young people most often excluded from the political process at its center.

About the position: This is a full-time (1.0 FTE), exempt position requiring occasional evening and weekend work. The Interim Executive Director reports to the Board of Directors: the Washington Bus (c4) and the Washington Bus Education Fund (c3).

Key responsibilities include:

Leadership

- Provide overall strategic leadership, vision, direction, and guidance for staff
- Steward the organization through a Strategic Planning process, along with staff, board, and organizational partners
- Foster shared leadership, inclusive decision-making, and positive relationships between the Board, staff, and organization stakeholders
- Ensure the Bus has the human, financial, and operational resources to fulfill its mission
- Exhibit a passion for and dedication to the advancement of the Washington Bus's mission and the young people it exists to serve

- Champion a commitment to advancing social justice, diversity, equity, and inclusion in the workplace, particularly as it pertains to race, class, and gender

Fundraising and Community Relations

- Serve in collaboration with the fundraising team to create fundraising strategies with donors at all levels, from monthly members to major donors
- Maintain relationships with donors, funding partners, and all key organizational stakeholders
- Engage the Board of Directors in fundraising activities
- Work effectively with political leaders and within the political infrastructure
- Work respectfully and effectively with communities representing the diversity of the State of Washington

Team Leadership and Development

- Provide mentorship, professional development and performance management of staff
- Exhibit strong facilitation and collaborative communication skills
- Directly supervise leadership team, which consists of the Program Director, Development Director, and Operations Manager
- Cultivate a climate that invites and inspires diverse, top-quality staff and volunteers from diverse backgrounds; provide a platform and support for them to authentically lead in our community
- Ensure there is a sound organizational structure that is aligned with the Bus's priorities of equity and inclusion

Operations and Fiscal Oversight

- Oversee the implementation of staff and board work plans that are aligned with the strategic direction of the Bus
- Develop the annual budget in partnership with staff and the Board
- Oversee the financial performance of the Bus, in partnership with the Board
- Ensure compliance with all applicable federal, state, and local regulations

Board Engagement

- Serve as the primary conduit between the two Boards and the staff, volunteers, and organizational stakeholders
- Support a complex Board structure and provide Board members with information, counsel, and tools needed to govern and support the organization in a meaningful way.

Qualifications

The ideal candidate for this position will have a demonstrated commitment to the mission, vision and values of the Washington Bus. They will also bring a variety of experiences and attributes, including:

- 5+ years of experience leading a nonprofit organization of comparable size and scope to the Washington Bus
- Inspirational leadership and collaborative work style
- Proven experience supervising staff and managing organizational budget
- Development expertise including: raising funds and stewarding individuals, government, corporations and foundations
- Passion, energy and drive for the Washington Bus mission
- Demonstrated commitment to social justice and equity, including within LGBTQ communities, and undoing institutional racism, both through their work and in their community
- Understanding of Washington State and local political landscape

Position Deliverables

The ideal candidate for this position will work collaboratively with the respective Washington Bus boards and strategic partners to build a clear strategic plan and hiring process for new leadership to support that plan. They will also bring clarity, facilitation, and written execution of:

- A three-year strategic plan
- A 2019 work plan
- A team development and celebration plan, that outlines goals for retention and promotion
- An Executive Director and leadership hiring plan with job description(s), interview parameters, and timelines for completion of the process

Compensation and Benefits

This is a full-time, exempt, temporary position beginning on or about January 1st and continuing until a permanent Executive Director is hired, which is targeted to take place in September 2019. The salary range is \$75,000 - \$90,000 and includes a competitive benefits package.

If interested, please send a resumé and letter of interest to Sera Day, C4 Board President: sera.day@gmail.com. We will review resúmes on a rolling basis, with an interest in hiring for this position as soon as possible. The priority deadline for submissions is December 21st, with the final deadline being December 31st.

The job description does not constitute a written or implied contract of employment. Washington Bus reserves the right to revise or change job duties and responsibilities as the need arises. The Washington Bus is an Equal Employment Opportunity Employer. Employment and program policies of the Washington Bus are nondiscriminatory in regard to race, color, gender, religion, age, national origin, disability, veteran status or sexual orientation.