



SEATTLE HUMAN SERVICES COALITION

"An Assertive and Unified Voice Helping People Shape Public Policy to Meet Basic Human Needs in Seattle and King County, Washington."

Seattle Human Services Coalition

Position: Executive Director

Reports to: Co-Chairs, Seattle Human Services Coalition (SHSC)

Status: Full Time (35 hours, flexible schedule), Exempt

Location: Seattle, King County

Salary Range: \$80-85K annually DOE

About Seattle Human Services Coalition

The Seattle Human Services Coalition, founded in 1987, is a multi-racial, multi-cultural group of over 172 human service agencies and programs working throughout the Seattle/King County area. Our mission is to be an assertive, unified, and racially equitable voice shaping public policy to positively impact Seattle/King County residents' ability to reach their full potential. **SHSC is a coalition of coalitions representing a broad range of human services in areas such as** homelessness, hunger, childcare, domestic violence, aging, literacy, disabilities, sexual assault, community health care, employment, racial equity, and the development of children and youth.

As a coalition the organization is well-versed in the importance of human services and its impact on the well-being of city residents. The organization is known for educating and advocating with elected officials and departments to address policy issues that impact the quality of life of all its residents, particularly the most vulnerable. Most recent successes include the "Raising Wages Changing Lives" campaign focused on strengthening the nonprofit sector through wage equity for its employees. This collaborative effort with coalition members, the University of Washington School of Social Work, and the City of Seattle has shifted the conversation around wages for human service workers with tangible results.

SHSC's fiscal agent is Neighborhood House. The Executive Director reports to the co-chairs of the Seattle Human Services Coalition. SHSC has an executive committee and a steering committee including representatives from each member's coalitions. SHSC has a full-time Director of Operations. The Executive Director must reside in King County, preferably the City of Seattle.

Position Overview:

SHSC is seeking an Executive Director to lead the organization in fulfilling its mission of creating a just and thriving community through public policy advocacy. As Executive Director, you will have a unique opportunity to bring together member coalitions and human service organizations from across the city of Seattle to build consensus around a vision and strategy that will build a just and thriving community. With this opportunity you will leverage your strategy, public policy, and advocacy skills, while making connections with a dynamic group of leaders including providers, elected officials, and advocates working on human services issues.

The Executive Director will work with a small, strong staff team with operations and organizing expertise. As Executive Director they should demonstrate a collaborative leadership style that builds the team's capacity and supports professional development. The Executive Director will also be responsible for budget and operations. They should be experienced in operating at the daily tactical and strategic level.

Key responsibilities include staff leadership, coalition building, community relations, advocacy, operations, fundraising, financial management and administration, and partnering with and supporting the executive and steering committees as well as member organizations.

Responsibilities Include:

- **Leadership Development: Inspire, lead, and collaborate with partners to move forward policies that support our community.**
 - Organize and cultivate leaders from across the human services sector.
 - Implement and facilitate creative strategies to engage members in participation and contributing their expertise.
 - Design meeting formats and agendas to promote engagement and leadership opportunities for providers.
- **Board & Coalition Building: Partner with SHSC co-chairs and Executive Committee to lead, support, and collaborate with Steering Committee.**
 - Partner with Executive Committee to plan and coordinate monthly Steering Committee meetings and SHSC working groups.
 - Ongoing support to members who take on responsibilities and roles on behalf of the group.
 - Communicate decisions and actions to stakeholders.
- **Staff Leadership: Support and mentor a team of employees to ensure effective operations.**
 - Mentor and develop staff to grow in their roles and responsibilities.
 - Develop a supportive environment through 1:1's, team meetings, reviews, and professional development.
 - Collaborate with staff to implement the organization's vision.
 - Ensure timely responsive communications related to administrative functions with internal and external stakeholders.
- **Strategic Planning: Develop strategies, initiatives, and policy recommendations by partnering and collaborating with leaders from the human services coalition.**
 - Facilitate conversations with SHSC leadership that bring a variety of stakeholders, including elected officials, City and County staff, individuals with lived experiences, and other groups to the table.
 - Nurture and utilize a core leadership group, including the Executive and Steering Committees to provide direction and implement strategy.
- **Advocacy: Build advocacy capacity within the human services sector for Seattle & King County partners.**
 - Stay abreast of issues and policies that impact the human services sector and communities they serve.
 - Evaluate and recommend policy positions and opportunities to be considered by the Steering Committee.
 - Partner with the King County Alliance for Human Services Strategy Team.

- Share knowledge and experience of advocacy and local government and learn from members.
- **Fundraising & Financial Management: Build the organization's capacity by developing a sustainable budget, including developing revenue/fundraising models that support the agency's mission and operations.**
 - Manage budget and track expenses in partnership with SHSC Operations Director, co-chairs, and Neighborhood House and fulfill required administrative tasks as assigned.
 - Oversee SHSC Membership campaigns in partnership with SHSC Operations Director.
 - Manage contracts with City and other funders. Report on deliverables and budgets. Research and implement new revenue strategies that support and sustain SHSC's mission and operations, i.e. grant or contract funding.
- **Operations Management: Oversee operations, including payroll, policies, procedures, facility, legal filings, etc.**
 - With the Director of Operations ensure organization operations are efficient and effective.
 - Ensure compliance with Neighborhood House policies and procedures.
 - Monitor basic legal requirements to ensure compliance.

Qualifications:

The Seattle Human Services Coalition is seeking a candidate with 1-3 years' experience in a leadership role, with an emphasis on public policy, coalition building, and advocacy. We seek a highly organized and detail-oriented self-starter who works well with a team and independently, in a complex and fast-paced environment.

An ideal candidate will have:

- Proven experience working in public policy, advocacy, and engaging with elected officials.
- Demonstrated ability to prioritize the human service sector and to link issues facing our sector with current events, legislative changes, and shifting political landscapes.
- Experience working for a community-based nonprofit and/or human services agency.
- Collaborative leader with proven experience in facilitation, team building, project coordination, and building consensus.
- Work effectively in a multi-cultural, diverse environment and have experience community organizing and civic engagement.
- Finance and budget management experience.
- Proven experience in fund development, donor relations, and grant writing, including government contracts.
- Demonstrated passion, commitment, and experience advancing social justice and racial equity.
- Must pass Neighborhood House background check requirements.
- Must have reliable, independent transportation for frequent travel between sites.

Skills:

- Communicate effectively in a clear, concise style, both orally and in writing, with individuals from a wide range of cultural backgrounds.
- Ability to think and act strategically, while also being able to implement tactically.
- Strong listener, including verbal and nonverbal communication. Excellent conflict management skills
- Highly organized, detailed, flexible and creative.

- Strong organizational skills including an ability to multi-task, manage multiple projects and administrative functions.
- Ability to work effectively under pressure and with considerable self-direction.
- Budgeting and financial management.
- Grant writing and grant management.
- Board relations.
- Marketing and public relations.
- Ability to work effectively in a multi-cultural anti-racism environment with co-workers, members, and partners.
- Ability to lift other leaders and coalesce around coalition messaging.
- Eager to give, receive, and apply constructive and respectful feedback.
- Willingness to consistently demonstrate the values and principles of SHSC.
- Proficient in Microsoft Office 365 software, as well as social media and teleconference platforms.

Work Environment: Approximate hours of work are between 8am-5pm, Monday to Friday. Candidates must be able to work a flexible work schedule, including some weekends or evenings, as necessary. This position requires the ED to be based in Seattle/King County. While work from home or working remotely is an option, in-person meetings will be required to meet with staff, coalition members, elected officials, city council meetings, etc.

Benefits:

Benefits include health insurance, vacation, paid holidays and sick days, and retirement options.

Note: Neighborhood House serves as SHSC's fiscal agent.

Employee Practice:

The Seattle Human Services Coalition is an Equal Opportunity Employer. **We encourage people of color and members of the communities we serve to apply.** Applications are considered without regard to race, age sex, color, creed, religion, disability, national origin, marital status, mental or physical handicap, sexual orientation, expression of gender identity, or any other classification protected by law.

How to Apply:

Submit BOTH a resume and cover letter to shsc@shscoalition.org. In your cover letter please describe how your experiences fulfill the qualifications and skills required by this position and how you describe your leadership style. Only applicants considered for interviews will be contacted. Applications received by **March 1st, 2024**, will receive first consideration.