

## **Seattle Human Services Coalition Executive Director**

**Reports to:** Co-Chairs, Seattle Human Services Coalition

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

**Location:** Seattle, King County

**Salary Range:** Range: \$74-84K annually for 35 hours per week, depending on experience

### **About Seattle Human Services Coalition**

The Seattle Human Services Coalition is a multi-racial, multi-cultural group of over 172 human service agencies and programs working throughout the Seattle/King County area. **The Seattle Human Services Coalition is a coalition of coalitions representing a broad range of human services.** Our members help residents to reach their full potential with services and support around issues as varied as homelessness, hunger, childcare, domestic violence, aging, literacy, disabilities, sexual assault, community health care, employment, racial equity, and the development of children and youth.

Together since 1987, our mission is to be a strong and unified voice shaping public policy to have a positive impact on the ability of Seattle-King County residents to reach their full potential, including eliminating institutional racism.

### **Position Overview:**

The Seattle Human Services Coalition 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 people in coalitions and human services provider organizations to advocate for policy change that impacts the very foundations and supports that ensure youth, families, seniors and individuals across our city thrive. In this role you will organize leaders and experts from across the human services to build consensus around a vision and strategy that will build a just and thriving community. With this opportunity you will leverage your organizing, strategy, and advocacy skills, while making connections with a dynamic group of leaders including, providers, elected officials, and advocates working on human services issues. Candidates must be able to work effectively in a multi-cultural, diverse environment, as well as have experience community organizing and civic engagement.

### **Role & Responsibilities:**

- **Organize and cultivate leaders from the human services sector.**

- Nurture and utilize a core leadership group, including the Executive and Steering Committees to provide direction and implement strategy.
- Implement and facilitate creative strategies to engage members to actively participate and contribute their leadership and expertise.
- Design meeting formats and agendas to promote engagement and leadership opportunities for providers.
- **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 to help inform strategies and policy recommendations that support a thriving community.
  - Evaluate and recommend policy positions and opportunities to be considered by the steering committee.
  - Facilitating the identification of consensus and focus action plans for SHSC advocacy.
- **Build advocacy capacity within the Human Services sector for Seattle & King County partners.**
  - Partner with Executive Committee to plan and coordinate monthly Steering Committee meeting as well as SHSC working groups.
  - Work as part of the King County Alliance for Human Services Strategy Team and also provide organizing assistance to the Alliance, such as overall strategy, use of meetings, and supervision of Alliance staff.
  - Share knowledge and experience of advocacy and local government and learn from members.
- **Inspire, lead, facilitate and collaborate with partners to move forward policies that support our community.**
  - Facilitate members' work toward achieving project goals.
  - Support members who take on responsibilities and roles on behalf of the group.
  - Communicate decisions and actions to stakeholders.
- **Manage and mentor a team of employees to ensure effective operations.**
  - Mentor and develop staff to grow in their roles and responsibilities.
  - Supervise Alliance Coordinator, SHSC Operations Manager and Wage Equity Organizer.
  - Perform administrative functions required to track and report to Co-Chairs, Steering Committee, and Executive Director as well as funders.
- **Build the organization's capacity by developing a sustainable budget, including developing revenue/fundraising models that support the agency mission and operations.**
  - Manage budget in partnership with SHSC Operations Manager, co-chairs, and Neighborhood House to track expenses or oversight of budget as well as their other administrative functions.
  - Oversee plan and continued implementation of SHSC Membership campaigns in partnership with SHSC Operations Manager.
  - Manage contracts with City and other funders. Report on deliverables and budgets with support from Operations Manager.

- Research and implement new revenue strategies that support and sustain SHSC's mission and operations, i.e. grant or contract funding.

**Qualifications:**

- Experience working with or as part of the Seattle Human Services Coalition preferred.
- Minimum of four years of experience with any combination of the primary responsibilities listed above.
- Demonstrated passion, commitment, and experience advancing social justice and racial equity.
- Experience in advocacy or community organizing.
- Demonstrated understanding of human services, poverty, racial equity, and social justice issues.
- Experience working with community-based non-profits.
- Must pass Neighborhood House background check requirements.
- Must have reliable, independent transportation for frequent travel between sites.
- COVID-19 Vaccination (must be obtained and documentation submitted prior to employment).
- Demonstrated project coordination skills.

**Skills:**

- Ability to communicate effectively in a clear, concise style, both orally and in writing, with individuals from a wide range of cultural backgrounds.
- Ability to listen deeply for both verbal and nonverbal communication.
- Experience assisting groups to reach consensus and with summarizing group's consensus in writing.
- Ability to work with limited supervision and considerable self-direction.
- Ability to work effectively in a multi-cultural anti-racism environment with co-workers, members, and partners.
- Ability to excel in visible, highly public settings.
- Ability to think and act strategically with long arc in mind, as well as short term goals.
- Ability to stay on message and stay within parameters of role as an organizer.
- Ability to perform administrative functions required to track activities and expenses and report to supervisors and funders.
- 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.

Approximate hours of work are within the hours of 8am-5pm, Monday to Friday. Candidates must be able to work a flexible work schedule, including some weekends or evenings, as necessary.

### **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.

### **Benefits**

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

### **Application Procedure**

Submit BOTH a resume and cover letter to [shsc@shscoalition.org](mailto:shsc@shscoalition.org). In your cover letter please describe how experiences listed on your resume fulfill the qualifications and skills required by this position. Only applicants considered for interviews will be contacted. Applications received by **June 1, 2022** will receive first consideration.

For more information inquiries may be directed to outgoing SHSC Executive Director, Julia Sterkovsky, [jsterkovsky@shscoalition.org](mailto:jsterkovsky@shscoalition.org), or SHSC Co-Chairs Steve Daschle, [sdaschle@swyfs.org](mailto:sdaschle@swyfs.org) or Jen Muzia, [jenm@ballardfoodbank.org](mailto:jenm@ballardfoodbank.org). Note: Neighborhood House serves as SHSC's fiscal agent.