

EXECUTIVE DIRECTOR



POSITION SUMMARY

The Executive Director possesses a strong combination of leadership, management, and interpersonal skills, with a passion for advancing the mission of the organization. The Executive Director will be responsible for fostering a positive organizational culture, building strong relationships with stakeholders, and ensuring the successful execution of the organization's goals and objectives.

KEY DETAILS:

Location:	Hybrid, 3 days per week in Spokane, WA office
Compensation:	\$80,000 - \$110,000 annually
Hours/Schedule:	Monday-Friday, 9am-5pm, with some occasional evening and weekend hours
Additional Offerings:	Healthcare Benefits (\$400 monthly stipend), Retirement Plan (2% Simple IRA), PTO (four weeks plus 8 holidays), Professional Development
Supervisor:	Executive Board

PRIMARY RESPONSIBILITIES:

Board & committee relations:

- Collaborate with the board of directors and various committees to align organizational efforts with strategic goals.
- Provide regular updates on organizational activities, financial status, and program outcomes.

Community engagement:

- Represent the organization in the community, building and maintaining positive relationships with key stakeholders, donors, and partners.
- Develop and implement community engagement strategies to enhance the organization's visibility and impact.

Human resources:

- Oversee human resource functions, including recruitment, onboarding, professional development, and performance management.
- Foster a positive and inclusive organizational culture.

Compliance & risk management:

- Ensure compliance with all applicable laws, regulations, and organizational policies.
- Identify and mitigate organizational risks through proactive management and strategic planning.

Strategic leadership:

- Provide visionary leadership to guide the organization in achieving its mission and strategic objectives.
- Collaborate with stakeholders to develop and implement long-term strategic plans.

Financial management:

- Oversee financial operations, including budget development, financial reporting, and fiscal responsibility.
- Collaborate with the finance committee to ensure financial sustainability.

Oversight of fundraising strategy & donor relations:

- Develop and implement comprehensive fundraising strategies to achieve organizational revenue goals.
- Cultivate and steward donor relationships, including major donors, corporate partners, and giving circle members.

Program oversight:

- Provide leadership and oversight for all organizational programs.
- Collaborate with program managers to ensure effective implementation and alignment with organizational goals.

Oversight of grant writing & reporting:

- Provide guidance and support for grant writing and reporting efforts.
- Ensure compliance with grant requirements and deadlines.

Committee management/staff liaison:

- Serve as the staff liaison for the executive, finance, and governance committees.
- Manage committee meetings, agendas, and communications.

PREFERRED QUALIFICATIONS

- Proven experience in a leadership role, with a focus on strategic planning and organizational management.
- Experience in the non-profit sector including but not limited to board service, board leadership, or employment
- Demonstrated success in financial management and fundraising strategies.
- Strong understanding of human resources, compliance, and risk management.
- Proven experience in working collaboratively with diverse stakeholders, including Board members, staff, donors, and community partners.
- Commitment to the mission and values of Women Helping Women Fund.