



Executive Director

ABOUT SEATTLE JOBS INITIATIVE

As the U.S. economy experiences nearly a decade of prosperity expansion and wealth creation, the reality remains that working individuals and their families in the Seattle region and across the country are being left behind in a thriving economy. Today, three out of 10 working families in the United States do not have enough money to meet basic needs such as housing, food, and medical services. Working poor men and women are finding themselves trapped in a changing economy that often creates low-paying and high-paying service jobs, yet fewer and fewer jobs that require a high school diploma. Women and families of color are also being disproportionately impacted by this growing economic inequality.

Seattle Jobs Initiative (SJI) creates opportunities for people to support themselves and their families through living wage careers by eliminating barriers to well-paid, meaningful, long-term work. Founded in 1997 and incorporated as a nonprofit organization in 2003, SJI helps people get access to education and training to put them on the right career pathways for a living wage. SJI creatively aligns support services, such as housing, childcare, transportation, counseling, and job placement assistance.

SJI collaborates with their employer-partners using evidence-based research, shared education, and commitment to data-driven practice to create more innovative and human-centered jobs training programs and better lives for working families.

Key Facts

- \$4.5 million current annual budget
- \$2.5 million in financial reserves
- Currently 25 staff; 8 Board of Directors
- Total impact: 17,000+ participants

Mission

Seattle Jobs Initiative creates opportunities for people to support themselves and their families through living wage careers.

Visit



With success both locally and regionally, SJI has expanded its footprint nationally as a sought-after consulting and technical assistance practice providing program design, program evaluation, process improvement, and labor market research to systems and providers in over 26 states and counties.

Over the past two decades, Seattle Jobs Initiative has become a strong, vital organization with a dedicated staff that has been unsurpassed in its expertise and passion for creating opportunities for living-wage careers. SJI has diverse revenue streams and a strong, stable financial foundation upon which to build. Some current funding partners include Annie E. Casey Foundation, Bank of America, City of Seattle Office of Economic Development, JP Morgan Chase & Co., U.S. Department of Agriculture Food and Nutrition Services, and State of Washington Department of Social and Health Services. Over the past 22 years, SJI has evolved from a small Seattle-based job training provider to a nationally recognized organization noted for systems level programs, research, planning, technical assistance, and evaluation. The organization has achieved remarkable growth through developing strong partnerships and alliances with local, regional, and national government officials, service providers, funders, corporate executives, system professionals, social justice advocates, and policymakers. To continue this tradition of rapid growth, Seattle Jobs Initiative seeks a passionate and dynamic Executive Director who will expand the impact of the organization by increasing funding and providing innovative solutions for workforce development that will ultimately help transform and improve the lives of working families through living-wage careers.

We invite you to learn more at www.seattlejobsinitiative.com.

THE POSITION

The Executive Director of Seattle Jobs Initiative will join an organization that has a strong financial base, solid reputation, and is poised for continued growth. SJI's next Executive Director will be a highly successful innovator and champion in leading vital systems change and disruption. This creative, mission-driven leader will provide visionary leadership, focus, direction, and energy for Seattle Jobs Initiative. This leader will utilize their vision and operational skills to take SJI to the next stage of organizational success, impacting race and social equity and human dignity through innovative workforce initiatives. Reporting directly to a committed Board of Directors, the Executive Director provides strategic leadership and resources for building and enhancing training, research, policy, and programs that serve as models for transforming the workforce landscape regionally and nationally.



**BIG PICTURE: CHANGING
POVERTY AND EMPLOYMENT
OUTCOMES IN SEATTLE**



A confident, energetic, and forward-thinking leader, the successful candidate will lead a dynamic organization of 25 staff and a \$4.5 million budget to continue developing creative and innovative strategies and ideas for cultivating new business and funding and promoting opportunities for increasing living-wage careers. This leader will communicate with credibility while cultivating trust and integrity both internally and externally and have a keen ability to manage and transform SJI in a rapidly changing workforce landscape.

RESPONSIBILITIES

The Executive Director will have the following primary responsibilities:

INTERNAL LEADERSHIP

- Continue to build a robust and diverse revenue platform that ensures SJI's fiscal health and stability, including strong financial management and oversight over all financial transactions, in close collaboration with SJI's Board Treasurer.
- Promote a culture of high performance, innovation, and continuous improvement that meets the needs of SJI's network of stakeholders and partners.
- Foster inclusion and collaboration at all levels.
- Lead, manage, and build SJI's talented professional team in a way that inspires trust and confidence.
- Develop opportunities and new initiatives that enhance the capacity of SJI's workforce partnerships, training, and consulting programs and broaden the dissemination of SJI's quality research, resources, convening forums, and publications.
- Manage the annual budget of the organization.
- Maintain regular communication with SJI's Board of Directors, providing complete and accurate activity reports on a regular basis.

EXTERNAL LEADERSHIP

- Assess and secure external opportunities for business development, funding, and organizational growth.
- Work to represent the interests of SJI and the populations they serve in the overall workforce system, particularly within the changing workforce in King County.



**#END
POVERTY**



- Achieve a high level of visibility both in Seattle and abroad and maintain strong, positive working relationships with community and legislative leaders, industry experts, and external stakeholders.
- Keep abreast of trends and changes in the local and national workforce development landscape.
- Oversee the planning and execution of SJI's annual conference.
- Act as primary spokesperson and advocate for SJI both regionally and nationally to a wide range of constituencies, including government agencies, legislators, public policy groups, media, and funders.

MAJOR OBJECTIVES

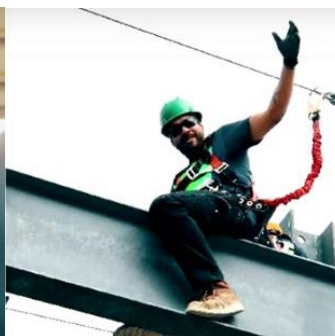
Within the first 12 to 18 months, the Executive Director will achieve the following major objectives:

- Lead SJI's next stage of growth and strategic planning to ensure the organization becomes a stronger force by providing a shared vision and focus for the next stage of growth.
- Lead, manage, energize, and mentor SJI's staff ensuring that their talents and abilities are fully engaged in fulfilling their annual goals and workplans.
- Work with the Board of Directors to enhance strategies for achieving mission, goals, and continued financial viability, building on SJI's strengths, accomplishments, and diversified revenue streams.
- Establish and maintain vibrant, collaborative relationships with SJI's Board of Directors, volunteers, and external stakeholders.

QUALIFICATIONS

The ideal candidate will possess most of the following qualifications:

- A deep and passionate commitment for SJI's mission of workforce development and efforts to advance diversity, inclusion, equity, and social justice.
- At least seven years of progressively responsible senior management experience in visionary leadership, strategic direction, fund development, and effecting change.
- Experience with and connection to diverse, high-needs communities and deep



- understanding of poverty and the challenges in workforce development.
- Strategic and transformational leadership known for innovation, high integrity, knowledge, expertise, and political astuteness.
 - Ability to develop, inspire, mentor, and lead highly committed teams.
 - Proven success in building productive, long-term relationships with a wide range of constituencies including political, legislative, and community leaders, with an ability to secure funding support and revenue.
 - Proactive, persistent, self-aware, humble, confident, and culturally competent with an ability to navigate ambiguity.
 - Experience in empowering, building, and maintaining productive relationships with a nonprofit Board of Directors.
 - Strong financial management skills with experience in budget analysis, forecasting, and planning.
 - Superb listening, interpersonal, motivational, and communication skills, including strong written, verbal, and presentation skills.
 - Ability to travel on behalf of SJI and work on evenings and weekends as needed.
 - A bachelor's degree.

APPLICATION

Seattle Jobs Initiative has retained Campbell & Company to conduct this search. The team for this project includes Dan Nevez, Senior Consultant, and Alexandra Catuara, Associate Consultant. SJI also offers a highly attractive compensation and excellent benefits package including medical, dental, long- and short-term disability, life insurance, flexible spending account, transportation benefit, employee assistance program, 401(k) pension plan, paid time off and paid holidays. Relocation assistance will be provided for the successful candidate. To be considered for this opportunity, please send a letter of interest and resume to:

ALEXANDRA CATUARA

Associate Consultant, Executive Search
anc@campbellcompany.com
(312) 506-0060 direct

Seattle Jobs Initiative is an Equal Opportunity Employer



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SJI is committed to excellence in attracting and retaining a diverse staff and becoming a business of choice. SJI values and promotes a staff built upon mutual trust, open communication, equity, teamwork, cultural competence, and a healthy work/life balance.