



## POSITION OPENING

### Executive Director, Eastside Human Services Forum

Eastside Human Services Forum (EHSF) is seeking a dynamic person as our first Executive Director. EHSF is a 30+ member organization of local governments, non-profit providers, school districts, hospitals, and businesses. Our mission is to bring together a wide range of voices to build a stable and equitable network of health and human services accessible to all residents, strengthening our East King County communities. Advocate – Educate – Collaborate. EHSF recently undertook a lengthy review of its governance structure and is beginning to implement those structural changes. We are looking to this new position to lead EHSF into the future.

#### Position Summary

Guided by the mission and values of the organization, and working in partnership with the Board of Directors, the Executive Director provides strategic and operational leadership for EHSF. The Executive Director serves as chief executive officer, overseeing day to day administration and operations. This position reports to the Board Chair. It is a remote position with some in-person meetings, predominantly in East King County. There may be shared office opportunities in the future.

#### Core Responsibilities

- Collaborate with the Board on developing and implementing strategic plans including the remaining aspects of new governance structure;
- Participate in all Board and Committee meetings other than executive sessions, serve as *ex officio* nonvoting Board member;
- Develop annual budgets and periodic financial reports in partnership with the Board Finance Committee and Secretary/Treasurer;
- Ensure the Forum operates within budget, and handle day to day contracting, payments, basic bookkeeping and other fiscal tasks;
- Partner with the Board Governance Committee to develop new Board members and relationships;
- Recommend Board fundraising strategies;
- Collaborate with the Membership and Outreach Committee to increase membership and agency visibility, seek partnership opportunities to effectively leverage resources, build relationships with smaller, grassroots providers serving immigrant, refugee and BIPOC communities, and serve as committee co-chair;
- Collaborate with the Education Committee to implement an annual education and event work plan that increases visibility and awareness of human service issues and furthers the Forum's mission, hold two to four education programs annually, and serve as committee co-chair;
- Collaborate with the Legislative Advocacy Committee to advocate on national, state, and county policies important to the Forum and its members, and serve as committee co-chair;
- Ensure an agencywide focus on diversity, equity, inclusion, and belonging;
- Foster an inclusive and positive environment consistent with the Forum, its members, and its mission;
- Recruit and manage volunteers; and

- Ensure the Forum operates in compliance with all applicable laws.

### **Ideal candidate**

The ideal candidate is skilled in working in a collaborative manner to build positive and productive relationships and teams with multiple external stakeholders, including non-profits, corporations, hospitals, school district, and public sector decision makers. In addition, we are seeking someone with:

- Experience in managing nonprofit programs or equivalent experience;
- A deep commitment to, demonstrated knowledge of, and active engagement in, diversity, equity, inclusion, and belonging;
- An entrepreneurial, innovative, and strategic outlook;
- Demonstrated leadership in program implementation, development and management;
- Ability to attend to details as well as the big picture;
- The ability to work independently as well as in teams;
- Familiarity with communications strategies and platforms;
- Strong written and oral communications skills, tailored to multiple audiences;
- Financial management skills, and familiarity with fundraising and revenue generating possibilities;
- Experience with legislative advocacy (preferred); and
- Experience with Eastside and regional human service providers and landscape.

### **Hours, Rates and Benefits**

FLSA Classification: Exempt, approximately 24 - 32 hrs./week

Salary and benefits to be discussed

### **Eastside Human Services Forum is an Equal Opportunity Employer.**

Eastside Human Services Forum values a variety of perspectives and life experiences. The organization focuses on people and communities that are disproportionately reliant on human services. The position requires critical thinking through the lens of social justice, antipoverty, antiracism, anti-ableism, healthcare and educational equity, and multiple, complex and intersectional identities. People with relevant lived experience are encouraged to apply.

### **How to Apply**

Please submit a cover letter and resume to Brooke Buckingham, [bbuckingham@redmond.gov](mailto:bbuckingham@redmond.gov).

Questions may be submitted to Brooke. Along with the cover letter, please address the following topics:

- Based on your knowledge of East King County and EHSF, what challenge are you most excited to tackle?
- What is your philosophy on equity? Please describe an example when that philosophy informed a decision you made or strategy to address a problem.

**Application Deadline: June 21, 2021**