



Washington Coalition of Sexual Assault Programs
Executive Director
Opportunity Guide

Mission

To unite agencies engaged in the elimination of sexual violence, through education, a lens of anti-oppression, advocacy, victim service, and social change.

Our Philosophy

The Washington Coalition of Sexual Assault Programs (WCSAP) views sexual assault as a means of power, control, manipulation of others, and as a social phenomenon which adversely affects adults and children. WCSAP supports efforts to create an atmosphere of nonviolence through social change. We are committed to empowering survivors and eliminating sexual assault.

WCSAP supports the rights of people to have access to quality information, advocacy, crisis intervention, treatment, education and prevention services. We support the right of a victim to make choices about reporting, prosecution, healthcare, future safety, and other issues raised by the experience.

WCSAP provides information, training and expertise to program and individual members who support victims, family and friends, the general public, and all those whose lives have been affected by sexual assault.

WCSAP values the importance of addressing issues of racism, homophobia, able-bodyism, and other issues of oppression in order to make services accessible to all individuals regardless of race; gender; sexual orientation; religion; age; ethnic background; social, economic, immigration, marital, physical and/or mental status.

Operational Philosophy

WCSAP is committed to fostering a culture of respect, dignity, and autonomy for all individuals. We recognize that disrespect, ignorance and the abuse of disparities in power are the roots of sexual violence. To that end WCSAP endeavors to engage with agencies and individuals who share our commitment.

The Opportunity: Executive Director

This is an exciting opportunity for a visionary and mission-driven professional to lead Washington Coalition of Sexual Assault Programs to the next level of development and success. The role should be filled by an individual (or individuals) who embodies inclusivity, knowledge of the movement, curiosity, and authenticity. In close partnership with the Board of Directors and staff, they will lead the development of a strategic plan to promote and augment revenue growth and operating efficiency to further its mission and articulate its vision. They will provide overall management and operations in support of the organizational mission and goals with these core ideals at the center of their work. The Executive Director will strive to ensure philanthropic activity is solid and growing in support of the organization, celebrating 40 years in existence in 2019.

PERFORMANCE OBJECTIVES

Strategic Planning and Visionary Leadership

- Leverages the coalition's current strengths and seeks opportunities to sustain and maximize services to meet the growing needs of the people and organizations served.
- Partners with the Board of Directors to define and articulate the agency's vision in the development and implementation of a strategic plan.
- Advocates and provides leadership to local, state and national policy makers on sexual assault prevention and social justice issues and legislation
- Stays abreast of current trends related to services and programs and anticipates future trends likely to have an impact on its work. Informs and keeps the Board updated with ongoing education on changing trends and ways to stay at the forefront of the industry.
- Ensures that programs are mission-driven, in alignment with the strategic plan and in support of the needs and purpose of the membership.
- Promotes and fosters an organizational culture that creates and sustains a productive and motivated climate for staff, Board Members, volunteers, and other key stakeholders.

External Relations, Systems Coordination and Community Engagement

- Provides strategic leadership to the organization's efforts to effectively package and communicate the mission, vision, core values, goals and accomplishments of WCSAP to donors, prospective donors, and the broader community.
- Promotes innovative marketing strategies to enhance awareness, increase the visibility and clarify understanding of the organization and its service offerings.
- Foster and grow an active membership program representing the communities of WCSAP.
- Create, develop, maintain and leverage relationships with various organizations throughout the state to strategically advance WCSAP's mission.
- Represent the organization statewide and participate with state and national organizations working to eliminate sexual violence.
- Serves as an articulate, passionate, and visible advocate and spokesperson of WCSAP, and as the primary "face" of the Coalition with community groups and across the state.
- Establishes an administrative presence internally and externally. Assures that the agency and its mission, programs and services are consistently presented in a strong, positive image.
- Acts as a liaison between the community, building relationships with member organizations and other strategic alliances.

Board Relations and Development

- Supports operations and administration by advising and informing the Board, enabling the Directors to fulfill their fiduciary and policy-making role.
- Advises the Board of Directors in the development of policies and planning recommendations
- Attends and reports at quarterly Board and Executive Committee meetings; provides necessary staff services and assistance to the Board and its committees.
- Assists in the recruitment and selection of new members of the Board of Directors and Board Leadership
- Communicates effectively and promptly with Board of Directors and promotes a strong link of communication between Board Members, staff, volunteers, and the community at large, on a regular basis.

Earned Revenue, Philanthropy and Public Support

- Oversees the development and implementation of fundraising plans that support strategies adopted by the Board of Directors
- Cultivates funder relationships, participates and engages the Board of Directors in fundraising activities.
- Explores and identifies new funding sources and develops grant proposals
- Maintains an active knowledge base of public/governmental funding opportunities (local, regional, state, federal, etc.) and positions WCSAP as an appealing and strategic use of public support. Renews existing funding support and grows new earned and contributed income revenue streams.

Public Policy and Legislative Affairs

- Establish coalition legislative priorities, draft legislation, and respond to relevant legislation
- Develop WCSAP position statements and work with members and community to develop strategies for accomplishing goals of legislative agenda.

Internal Leadership and Performance

- Serves as an advocate for staff, leading with an open-door policy, flexibility, and acknowledging the wealth of talent and expertise of the entire team.
- Guides, motivates, supervises, and maintains a highly effective, productive, cohesive team with both professional/technical expertise and operational talent.
- Evaluates policies, positions and infrastructure ensuring all are clearly defined and accountable, to achieve maximum impact in the strategic plan.
- Promotes and fosters an organizational culture that creates and sustains a productive and motivated climate for staff, Board members, volunteers, and other important stakeholders
- Provides leadership to the creation, and Board approval, of an annual operating plan that supports the strategic direction set by the Board of Directors.

Key Characteristics and Success Factors

- Ability to serve as primary spokesperson and advocate for the coalition and to credibly represent the brand and core values of WCSAP;
- Demonstrated ability to cultivate strong relationships across a diverse landscape of internal and external stakeholders, key opinion leaders, government officials and media;
- Excellent interpersonal and public communication skills, including clear and concise oral and written communication and ability to present to both small and large audiences;
- Inclusive leadership and team building skills;

- Strong mediation and negotiation skills;
- Ability to influence without direct authority;
- Ability to lead complex projects and initiatives and the ability to navigate ambiguity;
- Critical thinker and creative problem solver;
- Excellent relationship management and collaboration skills with the ability to navigate well up, down and across the organization;
- Demonstrated ability to develop and manage strategic and operational plans;
- Demonstrated leadership in linking performance management processes to effective realization of operational work plans;
- Demonstrated experience in board development and relations;
- Experience with budgeting, planning, organizing, prioritizing and delegating;
- Desire to and experience with developing talent and supervision.

The Qualified Candidate:

We are seeking someone who is excited about the opportunity to promote dialogue that emphasizes social justice, anti-oppression, gender and race equality, and raises traditionally marginalized voices to become its next Executive Director. Reporting to the Board of Directors, this person will embrace and implement the mission throughout all duties performed. The Executive Director will administer an annual budget of \$1.5 million, and directly supervise the senior management of the agency responsible for 10-12 employees.

Specific requirements include:

- Passion for the mission and a sincere desire and deep commitment to providing education, tools and resources to membership organizations serving and responding to the victims of sexual violence
- Progressive leadership roles with demonstrated success working on systems change and effective change advocacy with state or government agencies
- Comprehensive knowledge of legislative practices and processes; principles, practices and trends of the sexual violence movement.
- Demonstrated success in fundraising, including grant management and grant writing
- Comprehensive knowledge of non-profit management, including organizational development, policy development, board and committee structures, personnel management and non-profit governance.
- Strong business acumen with a proven history of achievements including financial management, stewardship, and strategic planning to increase revenue.
- Strong analytic and strategic-thinking skills with demonstrated ability to create and monitor complex plans, and translate them into concrete strategies in a fast-moving, constantly changing environment.
- Exceptional leadership qualities with a career track record that shows stability with an organization and capacity to develop and nurture relationships to ensure overall success.
- Excellent interpersonal and public communications skills, including clear and concise oral and written communication and ability to present to large audiences.
- Demonstrated ability to develop a highly productive, effective team by mentoring staff, building teams and enhancing professionalism.
- Emotionally Intelligent: Embraces a “servant leadership” approach to accept and motivate others and handle complications with grace, rather than a traditional command-and-control hierarchy. Knows how to actively listen to other viewpoints, receive input, and communicate directly but kindly to state needs, directions, and express gratitude.

- Continuing to work with staff to develop an anti-oppressive stance in the community and within the organization.
- Ability to conduct skillful dialogue, discussion, and inquiry; ability to communicate large amounts of information in concise, actionable language to varied stakeholder groups, over the phone, in person, and via electronic media.
- Values collaboration as an essential strategy for organizational effectiveness, problem solving, and innovation. Helps institutionalize relationships.
- Advanced degree in related field degree, or equivalent years of experience
- Demonstrated experience in executive leadership and supervision

Salary:

The salary offer will be determined depending on experience, plus a competitive compensation and benefits package that includes health coverage, retirement benefits, paid sick leave, vacation and holidays, and access to professional development resources.

Equal Opportunity Employment:

WCSAP is an equal opportunity employer. We prioritize the leadership of people of color and LGBTQ individuals, and we strongly encourage people of all traditionally marginalized identities as well as survivors with lived experience to apply. Applicants will not be discriminated against because of race, color, sex, sexual orientation, gender identity or expression, age, religion, national origin, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

To Apply:

Applications and inquiries should be submitted in confidence to [hiringcommittee@wcsap.org](mailto: hiringcommittee@wcsap.org). The application deadline is Nov 1, 2019. Applications will be reviewed on a rolling basis and candidates are encouraged to apply before the deadline.

Applications must be submitted electronically as a single PDF. Please include a resume, three references, and a cover letter that addresses:

1. Why you are interested in being a part of WCSAP
2. What you believe you would bring to the position of Executive Director or Co-Director
3. How your past accomplishments are relevant to this position

Instructions for Co-Director Applicants: For any candidates applying as Co-Directors, we ask that you provide a proposal (2-4 pages) detailing your shared vision for the division of roles and responsibilities between the co-applicants in addition to the information listed above.

The Interview Process

1. Initial phone interviews with member(s) of Hiring Committee
2. Presentation of candidates to WCSAP for approval
3. Face to face interview with board members/staff of WCSAP
4. Finalist candidates will meet for a second interview with selection committee of board of directors and WCSAP staff
5. Background check, referencing, offer