



# EXECUTIVE DIRECTOR JOB OPPORTUNITY



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# THE ORGANIZATION



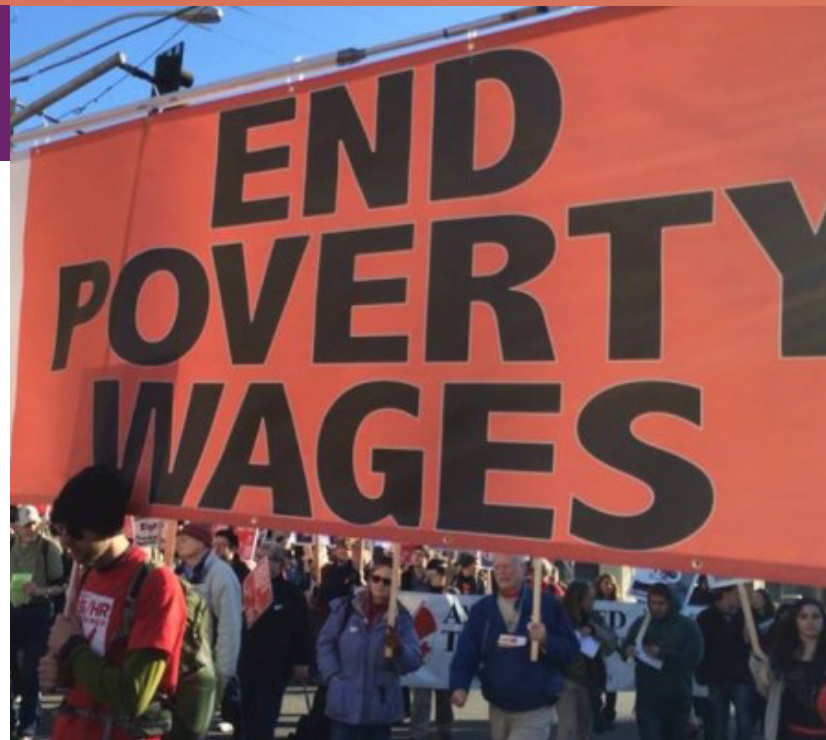
Founded in 1998, the Economic Opportunity Institute (EOI) is an independent, nonpartisan, and nonprofit public policy center that seeks to build an economy that works for everyone. Using high-quality research, education, and advocacy, EOI works in concert with grassroots organizations, community coalitions, unions, and elected officials to publish research, encourage public debate, and catalyze major progressive policy changes that make Washington state a better place to live, work, raise a family, and do business.

EOI's mission and values center on building an economy that works for everyone by promoting systemic progress for:

- Educational opportunity,
- Jobs with fair compensation and benefits,
- Healthy families and workplaces,
- Racial and gender equity, and
- A dignified retirement for all.

EOI operates with a commitment to racial equity: "We recognize that we cannot be successful in building a just economy for all without directly addressing institutional and structural racism, which create devastating economic, educational, and health disparities. We seek to apply a racial equity lens to our public policy research, communications, and advocacy work. We strive to include the voices of communities most impacted by racism."

There are currently ten (10) budgeted staff positions at EOI, and the 2020 budget was approximately \$1.3 million. On average over the past five years, 46 percent of EOI's funding has come from foundations,



14 percent from organizations, and 36 percent from individuals. The organization has benefitted from a history of strong fundraising work and financial management, and currently has cash reserves equivalent to 1 year of operating expenses, a \$6.5 million restricted endowment, and no significant debt.

John Burbank founded the Economic Opportunity Institute and, as Executive Director, has been instrumental in guiding and shaping nearly every aspect of the organization. Approximately three years ago (after two decades of work for EOI) John signaled his intention to retire and the organization began preparing for this transition.

EOI's financial development team, together with John, proactively reached out to major funders and donors to make them aware of the upcoming transition and the steps the organization is taking to manage it. John has also spoken privately with key allies and other individuals with whom he has a close working relationship. At the organization's annual dinner, John made a public announcement of his intention, and EOI has published a blog on its website to that effect.

As a result of the hard work done by EOI and its allies and partners, Washington has become a national model for progressive policies that support working people. For more information on EOI's most recent accomplishments, click [here](#).

# AREAS OF FOCUS AND ACCOUNTABILITY FOR NEW EXECUTIVE DIRECTOR

EOI is seeking candidates to build on a tradition of leadership and collaboration to increase worker power and democratic engagement for a more just and caring economy. Primary areas of accountability will be:

## **Public Policy Advocacy:**

Work with the Policy Director and other policy staff to continue moving ahead with EOI's current policy work, especially progressive revenue/tax reform, and also paid family medical leave; health care; retirement security; equitable access to higher education; and childcare/early childhood education.

## **Fundraising:**

Work with current development team and the outgoing ED to establish and foster relationships with EOI's long-term major donors and funders. In collaboration with the Development Director, craft a comprehensive development plan for EOI's long-term financial sustainability.

## **Community Engagement:**

Establish a continuous feedback loop with other organizations working in communities of common interest to inform EOI's policy agenda, to ensure that EOI is focused on the most pressing issues in these communities, and to leverage these relationships to amplify EOI's impact.



**Strategic Plan Implementation:** Become familiar with the recently adopted 3-year strategic plan (2021-2023), and help shape its implementation, focusing on incremental steps toward achieving broad, organizational goals, and clarifying responsibility and accountability accordingly.

**Organization and Capacity Analysis:** Based on the specific policy areas that EOI is targeting, ensure that the organization is structured appropriately and has the necessary staff expertise and other necessary resources to achieve policy goals.

**Internal Policy and Practice Review:** Continue EOI's efforts to ensure internal policies and practices are equitable and inclusive, and represent best practices in employee engagement, anti-racism, performance management, and hiring and promotions. Foster a productive, engaging, supportive, welcoming culture that attracts and retains a high-caliber, diverse workforce.

## **Board Relations:**

As the first successor to EOI's founding Executive Director, work with the board to clearly define expectations related to board/ED relationship, communications, ED performance management, and accountability.



# THE POSITION

Reporting to a sixteen (16) member Board of Directors, the Executive Director (ED) holds overall responsibility for EOI's operations and organizational performance. In collaboration with staff, more specific areas of accountability include: fund raising and revenue generation; budgeting and financial management; strategic planning; developing and implementing the annual policy agenda; board relations; human resources; and staff management and development. The ED presently has three (3) direct reports: Development Director, Communications Director, and Policy Director.

The team is primarily working remotely at present due to COVID-19 restrictions.



# LEADERSHIP ABILITIES

Candidates will be evaluated on the full range of their lived and learned experience, professional background, volunteer experience, and direct and transferable skills. EOI is seeking candidates with a compelling combination of demonstrated experience and skills in some, or all, of the following areas:

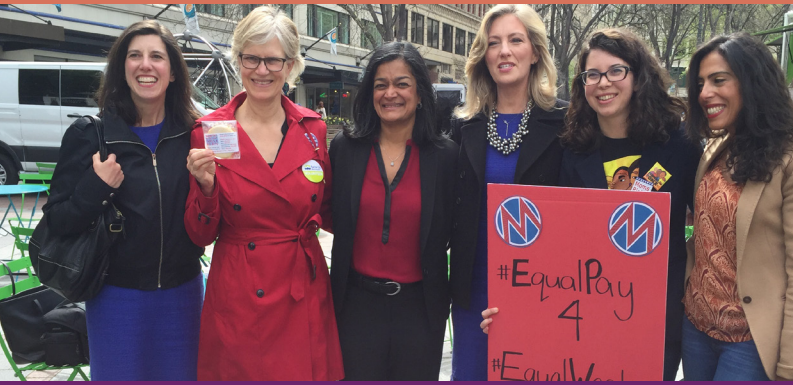
- Experience serving as a CEO, Executive Director or senior staff member of an organization, division, union, or department (not necessarily in a traditional public policy or nonprofit organization).
- Exposure to fundraising, social sector or nonprofit services, public policy advocacy work, labor organizing, and legislative relations – which may come from board, volunteer, or staff service – are a plus.

## Commitment to EOI's on-going work in:

- **Racial equity, including:**
  - Building a just economy for all while addressing institutional and structural racism.
  - Applying a racial equity lens to public policy research, communications, and advocacy.
  - Raising up the voices of communities most impacted by racism.
  - Practicing anti-racist values within EOI by dismantling institutional racism in EOI's internal governance policies, hiring practices, and workplace culture.
- Advancing public policies that fulfill the organization's mission.
- Nurturing an equitable and diverse work environment where all employees feel safe, included, valued, and supported.
- Continuing to learn, reflect, and act with courage, openness, and humility.
- Collaborative leadership.
- Community building.



- **Ability to:**
  - Lead with flexibility.
  - Mentor staff.
  - Promote a positive work culture characterized by healthy interactions with and among staff.
  - Understand public policy work and be patient with typical timelines in this field.
  - Recognize and pursue opportunities that may emerge unexpectedly.
  - Build trust and nurture collaborative relationships within and among staff, board, legislators, and external partners.
  - Create shared vision and inspire and motivate others to join in realizing this vision.
  - Be an engaging public speaker and compelling voice for the organization and movement.
  - Cultivate allies and build mutually beneficial partnerships and coalitions.
  - Collaborate with staff to define their work and expectations.
  - Build and nurture strong partnerships as the face of EOI.
  - Steward current major donors, bring in new donors, and, along with staff and board, foster donor relationships.
  - Lead with compassion and work with a diverse, intergenerational, and multi-ethnic staff.
  - Model a growth mind-set.



## TO BE CONSIDERED

This role will remain open until filled. Candidate materials are reviewed on an on-going basis and initial interviews will begin by mid-February.

To be considered please submit a resume and cover letter (**in a single Word or PDF document**) as soon as possible addressed to the Search Committee at <https://valtasgroup.recruiterbox.com/jobs/fk0u26c/>

You may direct questions or make referrals to Mr. Ed Rogan or Mrs. Mikkell Jackson Roeland at Valtas Group. Ed can be reached at [ed@valtasgroup.com](mailto:ed@valtasgroup.com) or 206.697.8428 and Mikkell can be reached at [mikkell@valtasgroup.com](mailto:mikkell@valtasgroup.com) or 425.919.2855.

*EOI provides equal employment opportunity to all volunteers, employees, and applicants for employment without regard to race, color, creed, sex, national origin, age, sexual orientation, religion, ancestry, marital status, or the presence of a sensory, mental or physical handicap, subject to occupational requirements and the ability to perform the job, and as provided under all governing laws, statutes and implementing authority, and will make reasonable accommodations required by law to qualified individuals with disabilities.*

## COMPENSATION AND BENEFITS

The salary range for the incoming Executive Director is between \$122,000 and \$135,000. EOI may also consider payment for a portion of the candidates' moving expenses.

Benefits: 100% payment of medical and dental care premiums for both employee and all dependents; paid time off equivalent to 20 days per year (increasing with employee tenure/longevity); monthly contribution equal to 10% of employee's salary into 403(b) retirement savings account after completion of one full year of work; 12 paid holidays per year plus 4 floating holidays, and the days between December 26 and December 31 (inclusive); and partial reimbursement for mobile phone.





## ABOUT VALTAS GROUP

We are proud of our work as [Interim Executive Directors](#), supporting our clients in times of transition. Our deep experience helps organizations navigate uncertainty during leadership change. We [lead the search process](#) in [partnership with the board](#) and staff leadership, as consultants for [recruiting and search](#) to support your organization as you identify the ideal Executive Director or leader for your future. We partner with board members and senior nonprofit leaders on a variety of strategic consulting assignments.

Valtas Group has a variety of comprehensive resources to guide your transition needs. [Contact us](#) to learn about our [executive interim and placement services](#) and keep your organization moving during any transition or major change.

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