



# Executive Director

## Job Opportunity



### Posting Date

November 27, 2023

### Salary

\$137,838 to \$155,838

### Location

Seattle, WA

### To Apply

Applications submitted by January 5, 2024 will be given full consideration.

Interviewing will begin in mid-January; early applications are strongly encouraged.

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**The Economic Opportunity Institute (EOI) is seeking a new Executive Director to lead an organization dedicated to making tangible and concrete progress in changing how Washington’s economy and public policies work in people’s daily lives – making the state a better place to live, work, raise a family, do business, and be part of a thriving and healthy community.**

The person in this position will lead organization-wide strategic projects that will shape both how EOI works and the policy initiatives it undertakes. It is an ideal role for someone who is a highly relational team-builder and a skilled supervisor, has a deep understanding of and commitment to racial, gender, and economic equity, is a confident and experienced fundraiser, and (ideally) is familiar with Washington’s state public policy ecosystem.

In the 25 years since its founding, EOI has championed numerous public policies – and with the support of many partners and supporters – notched multiple victories benefitting millions of Washington residents in the areas of paid family medical leave, healthcare, equal pay and overtime protections, paid sick and safe days, progressive revenue/tax reform, retirement security, minimum wage increases, and early childhood education.

Now the organization is ready to re-examine its work – and build upon it. If a leadership role in an organization helping influence public policy for the benefit of working people and families residing in Washington sounds exciting, consider learning more about this opportunity!

# Organizational Overview

## Mission and History

EOI is an independent, nonpartisan, and non-profit organization working to advance public policies that build an economy that works – for everyone. In partnership with grassroots groups, community coalitions, labor organizations, and elected officials, we have helped establish numerous landmark policies that help promote opportunity, equity, and a high quality of life for all Washington residents, including:

- Paid Family and Medical Leave expansion (2021)
- Cascade Care and a public option (2019)
- Improved overtime regulations (2019)
- Equal Pay and Opportunity Act (2018)
- Paid Family and Medical Leave (2017)
- Minimum wage increase (2016)
- Paid sick and safe days (2016 statewide; 2016/2015/2011 localities)
- Progressive estate tax (2005)
- Early Childhood Ed. Career and Wage Ladder (2003)
- Family Care Act (2002)
- Basic Health Plan expansion (2001)
- Minimum wage increase (1998)



## Present-Day Work

We aim to take a collaborative, evidence-based, and outcomes-focused approach to our work and create an environment where race, gender, sexual orientation, and gender identity are fully respected. We want the Economic Opportunity Institute to be known not only for our accomplishments, but also for our strong partnerships with grassroots organizations and coalitions. Our current policy initiatives include:

- Funding new public investments (health care, housing, education) via a tax on extreme wealth
- Broadening access to Paid Family and Medical Leave
- Improving availability and affordability of childcare, and increasing wages for the workforce
- Driving down the cost of health care
- Helping close the racial wealth gap through 'baby bonds' and other wealth-building initiatives
- Improving retirement security so today's workers can retire with dignity

## Financial Snapshot

- Budget: \$1.6 million (FY 2023-24: 35% foundation grants, 32% endowment distributions, 27% individual donations, 4% organizational contributions, 1% other)
- Restricted Endowment: ~\$9.5 million
- Cash reserves equivalent to ~10 months operating expenses
- No significant debt

## Staff and Volunteers

- Nine staff members (8.0 FTE). Tenure > 10 years: 2; 4-9 years: 1; 1-3 years: 6.
- Twelve Board members (6 Executive Committee members).

## Vision

We seek a future grounded in economic security, racial equity, sustainability and a high quality of life for all. We want every Washington resident to have affordable, high-quality health care; access to affordable early learning and care and higher education opportunities; equitable opportunity and rights at work; time for care and the pursuit of happiness; and a secure and dignified retirement. We want our state's communities to thrive as we transition toward a sustainable economy.

We seek to transform existing power relationships, so that all residents, workers, and communities have the right to organize and an equitable voice in making collective decisions regarding our shared economic future. We want state and local governments to utilize fair and just public revenue systems which support robust investments in public services that promote strong families and healthy communities.

## Values

We believe that our local, state, and federal governments must promote the common well-being of current and future generations and broad participation in democratic processes. They must establish rules for our economy and society that recognize the contributions of all labor and promote equitable opportunity and security for all of Washington's children, individuals and communities throughout all the uncertainties of life.

We believe every individual has the right to dignity, genuine opportunity and self-determination and freedom from discrimination based on the circumstances of their birth; and that the well-being of each of us is dependent on the well-being of all of us. For our democracy, state, and nation to thrive, public policies and institutions must dismantle entrenched racism and other inequities and empower all individuals and communities to participate and share their wisdom and experience.

## Position Opportunities

EOI's next Executive Director will have the opportunity to lead multiple organization-wide strategic initiatives (in collaboration with Board, staff, and other stakeholders) over the next several years that will shape both how the organization works and its policy endeavors. This is an opportunity to put people skills and technical chops to work fostering organizational cohesiveness and purpose, through projects that will underpin public policies aimed at solving longstanding and emerging social and economic issues while centering racial, gender, and economic equity.

The Executive Director will also work directly with four director-level positions (in policy, development, communications, and operations) to enhance and support their work—collaborating with, mentoring and supporting staff in doing the work of the organization, taking on new challenges, and growing as leaders.

Finally, the person in this position will have the opportunity to work with a Board and staff team that cares deeply about the organization's mission. With their backing, the ED's fundraising and financial management expertise will help support the organization in meeting current and future needs, staying on a sound financial footing, and building on a 25-year legacy of progressive public policy change in Washington.



# Essential Duties of Position

## Key projects

The Executive Director will oversee multiple strategic and capacity-building projects in collaboration/partnership with internal and external stakeholders, such as:

- Writing the organization's next strategic plan and overseeing its implementation.
- Managing Board of Directors growth, development, and role/engagement in the organization's work.
- Deepening and strengthening connections to communities most impacted by our work, and partnerships in the policy and advocacy landscape.
- Integrating and centering the organization's racial equity commitment in its work.
- Building organizational visibility, community connections, credibility, and strategic partner relationships in support of policy goals and priorities.
- Planning and leading staff and/or Board retreats to facilitate work on strategic objectives.
- Promoting long-term financial stability by cultivating foundation, individual, and organizational relationships.

## Key responsibilities for this position will include:

- Supervising direct reports: conducting regular check-in meetings and performance reviews, supporting development of and accountability for yearly work plans and ad-hoc projects, promoting professional growth opportunities, etc. – including:
  - ▶ Working with the Development Director to support fundraising with major donors, foundation program officers, and organization/business leaders.
  - ▶ Partnering with the Communications Director to promote robust organizational and policy-related communications work in alignment with strategic goals.
  - ▶ Supporting the Policy Director in creating long-term policy goals, yearly legislative agenda, and other work necessary to actualize mission and vision.
  - ▶ Collaborating with the Managing Director to promote sound financial management, human resource, IT, risk management, and other policies and practices.
  - ▶ Maintaining a responsive and open working relationship with the Board President, and providing staff support for Board of Directors and Executive Committee meetings.
- Other responsibilities/work duties as defined or assigned.

The Executive Director is hired by the Board of Directors and reports to the Board's Executive Committee, with direct supervision provided by the Board President. Four staff report to this position:

- Communications Director (supervises Communications Associate)
- Development Director (supervises Development Associate)
- Managing Director
- Policy Director (supervises three Senior/Policy Associates)



State of Reform Health Policy Conference

# The Ideal Candidate

**EOI is seeking candidates with a compelling combination of experience and skills that will meet the challenges and opportunities inherent in this position. The ideal candidate is:**

- **An experienced senior-level non-profit leader** with at least 5 years of leadership experience in a nonprofit organization with a budget of at least \$1 million. Specifically, we are looking for:
    - ▶ Success leading values-based decision-making processes to develop and implement organization-wide initiatives such as the “key projects” outlined under Essential Duties.
    - ▶ The ability to manage complex projects in collaboration with staff/board members and other stakeholders using transparent communications, clear/achievable goals, effective alignment of priorities and workflows, and accountability for those involved.
  - **A highly relational team-builder/manager and skilled supervisor** with at least 3 years’ experience managing staff (and ideally other managers). Specifically, we are looking for someone who:
    - ▶ Has collaborated with senior staff to devise and/or implement strategies for success in two or more of the “key responsibilities” noted under Essential Duties.
    - ▶ Leads and fosters an inclusive team/organizational culture that prioritizes authentic and trusting relationships and demonstrates productive team leadership.
    - ▶ Takes a coaching and mentoring approach to staff skill-building and professional development, helping employees leverage their strengths into leadership opportunities.
    - ▶ Is skilled in giving and receiving feedback to enable staff (and themselves) to do their best work.
  - **Deeply committed to racial, gender, and economic equity**, with lived and/or work experience showing a clear understanding of how various/multiple systems of oppression impact marginalized communities. Specifically, we are looking for someone who:
    - ▶ Actively demonstrates commitment to promoting – and recognizing/ understanding the intersections between – racial, gender, and economic equity.
    - ▶ Is able to courageously identify systems of oppression, both within an organization and in its external work.
    - ▶ Is willing to work to shift/share power, and/ or has concrete experience shifting/sharing power, within historically white- and male-led/dominant organizations and policy-making spaces where wealth correlates with influence.
  - **A confident and experienced fundraiser and relationship builder.** Specifically, we are looking for someone who:
    - ▶ Is skilled at building relationships with individual and organizational donors, foundation program officers, and others who provide financial support.
    - ▶ Has a track record of building organizational visibility, community credibility and strategic partner relationships as an important public face of the organization.
  - **Familiar with and willing to engage in the public policy ecosystem.** While the Executive Director is not primarily responsible for EOI’s policy development and advocacy work, given EOI’s mission and work, the following is a plus:
    - ▶ Experience working with state and/or local legislative process(es) and political systems to achieve budgetary and/or policy goals.
    - ▶ Strong existing relationships and/or demonstrated ability to build trust and relationships with key stakeholders in the progressive policy community, including legislators, community leaders, funders, partner organizations, advocacy coalitions, etc. – including those who may not agree with or share EOI’s goals, tactics, or values.
    - ▶ Experience in one or more of EOI’s current policy projects.
- All candidates will be evaluated on the full range of their lived and learned experience, including professional background, volunteer experience, and direct and transferable skills.**

# Compensation and Benefits

## Compensation

This is a full-time exempt position with a salary range of **\$137,838 to \$155,838**, depending on qualifications and experience. EOI is committed to offering competitive salaries that maintain salary equity in the organization. To that end, within the range specified for this position, the actual salary will be determined in accordance with internally published organizational policies that account for years of work and/or lived experience (including higher education) deemed applicable, as determined by the Executive Committee of the Board of Directors.

## Benefits

Yearly leave includes: 4 weeks of paid time off (increasing with employee tenure), plus: 2 weeks paid sick/safe leave, 4 floating holidays, 12 paid holidays and paid office closure between December 26 and December 31. Other benefits include: Employer-paid medical and dental plan (100% subsidized for employee, 50% subsidized for spouse/dependents), 403(b) retirement plan with 10% employer contribution after 1 year of employment, an annual cost-of-living adjustment, and eligibility for a sabbatical after 5 years of employment (subject to additional conditions).



Pay Equity Advocates

## Setting

Most work is conducted remotely with an option to utilize an office space located in downtown Seattle (Westlake neighborhood). Some regular in-office hours will likely be necessary each week.

## Hours

A typical work week is 40 hours. Regular work hours are flexible, in consultation with the Board President (provided they cover most of a typical workday). While longer hours may sometimes be required, EOI values balance in work-life schedules, and schedule adjustments are expected and encouraged when necessary to reflect that value.

## Travel

Some daytime work-related travel in the Seattle metro and Puget Sound area will be required for donor meetings, co-working with staff, and other projects or tasks. Occasional local evening and weekend work, and/or weekday travel in the state of Washington or to other parts of the U.S. may also be necessary.

# Racial Equity Commitment

We recognize that we cannot be successful in building a just economy for all without directly addressing institutional and structural racism, which creates devastating economic, educational, and health disparities. EOI seeks 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.

We also strive to dismantle institutional racism in our internal governance policies, hiring practices and workplace culture. We are committed to nurturing an equitable and diverse work environment where all employees feel safe, included, valued, and supported. We will practice our anti-racist values within EOI and continue to learn, reflect, and act with courage, openness, and humility.

## Racial Equity Workgroup

EOI's Racial Equity Workgroup (REWG) is composed of both Board and staff members and works to guide the organization's racial equity efforts. The REWG has led efforts to review and revise a number of internal policies to integrate and reflect EOI's racial equity commitment, and currently works with a consultant to design and lead efforts to center racial equity in the organization's work.

## Financial Commitment

Yearly budget allocations support the work of the Racial Equity Workgroup, including hiring consultants and paying for materials necessary for training, discussions, etc. EOI has also made contributions to local BIPOC-led organizations in support of work to build racial and economic equity in communities through approaches that may differ from, but are complementary to, EOI's.

# How to Apply

**Apply here:** <https://cloversearchworks.hire.trakstar.com/jobs/fk0vje8>

**Online applications only, please no email or paper submissions.** You will be asked to upload a cover letter and resume. In your cover letter, please describe as specifically as you can how your experience, interests, and values fit with the roles and responsibilities of this position, and EOI's goals, mission, and vision for the future as described in this announcement.

**Applications received by January 5 at 5pm Pacific time will be given full consideration; early applications are strongly encouraged!** All applications will be acknowledged via an email receipt. Consideration will be given to applications as soon as they are received; phone and in-person interviewing will begin in mid-January.

Questions regarding this opportunity are welcomed and can be directed to:

**Michael S. Tamayo, EOI Board Chair**

 **EMAIL MICHAEL**

 **SCHEDULE A CALL WITH MICHAEL**



Clover Search Works is honored to be partnering with EOI in this search.