JOB DESCRIPTION

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Director of Strategic Partnerships and Funding</th>
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<tbody>
<tr>
<td>REPORTS TO:</td>
<td>Chief of Staff and Strategy</td>
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<tr>
<td>COMPENSATION:</td>
<td>$115,000 - $135,000 depending upon experience</td>
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</tbody>
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OBJECTIVE

The Director of Strategic Partnerships and Funding will lead development of integrated outreach, policy advocacy, and funding strategies to support workforce investments that center racial equity and address structural barriers in the current workforce system. Transformative partnerships will require the Director to engage in artful collaboration with community partners, decision makers, and funders. As a member of the Leadership Team, the Director of Strategic Partnerships and Funding is highly collaborative, engaged in solving complex challenges from conception to execution. This individual is a purpose and values driven leader, with a vision for how to build advocacy and funding practices that support the WDC’s strategic direction.

BACKGROUND

The Workforce Development Council of Seattle-King County (WDC) aspires to lead transformative change that will evolve our region’s workforce development efforts into an innovative industry, community, and outcome-driven system with racial equity at its core. As a nonprofit, grant-making organization, the WDC collaborates with a diverse set of partners to elevate job quality, economic growth, and prosperity for adults and youth throughout the Seattle-King County region.

The WDC serves as the Local Workforce Development Board, designated by the City of Seattle Mayor and King County Executive, to set policy and administer federal workforce development funds under the Workforce Innovation and Opportunity Act (WIOA). In 2018, the WDC Board of Directors and its stakeholders set a new direction for the organization to:

- Advocate for system change of industry practices and to address barriers to equity.
- Broker a shared regional approach of strategies that are responsive to both community and industry needs.
- Access and amplify resources by braiding funding sources.
- Incubate and innovate strategies for racial equity impact and system change.
- Analyze and use data to measure impact/drive system change.
DUTIES AND RESPONSIBILITIES

Strategic Partnerships:

- Draw on experience to effectively engage in diverse coalitions and networks toward shared impact and system change.
- Manage existing and build trusting relationships with external partners, with an emphasis on cultivating new partners authentically engaged in Black, Indigenous, and People of Color (BIPOC) and immigrant and refugee communities.
- Lead development of the WDC policy agenda and advocacy strategies in collaboration with community partners, key staff, and board members.
- Support and steward the CEO’s engagement with legislators and institutional decision makers to advance policy priorities.
- Responsible for the execution and management of consulting services/contracts retained to support policy development and advocacy.
- Serve as primary liaison to Board Policy Workgroup, working closely with workgroup Lead to support meeting facilitation, agenda development, and advocacy action plans.
- Provide timely and actionable updates to the full Board of Directors on progress in development and execution of policy priorities, and opportunities for board leadership and action.
- Work closely with Communications team to ensure external messaging consistently communicates policy priorities.

Funding:

- Build fund development and grantmaking strategies aimed toward increasing flexible funding to support the WDC’s functions as regional backbone for workforce development and broad community-based investments.
- Manage key relationships with private and regional funders.
- Represent the organization in regional and national funder coalitions; attend conferences and speaking engagements as necessary.
- Ensure timely delivery of private and regional (non-WIOA) grant proposals and reports.
- Provide updates to the Board of Directors on fundraising progress and needs, and opportunities for board leadership and action.
- Oversee and monitor community-based investments; ensure prompt and ongoing technical assistance is provided to new partners.
- Collaborate with leadership and finance teams to drive growth and revenue planning, spending targets, and preparation of annual budgets.
- Manage selection, onboarding, training, professional development, and promotion of direct reports. Develop work plans and conduct performance evaluations. Monitor progress in alignment with employees’ development goals and organization’s strategic objectives.
- Engage in continuous learning on grants management and community-based investment best practices.

Other duties as assigned.
JOB REQUIREMENTS

LEADERSHIP:

- Demonstrated ability to exercise strategic vision, performance and program management.
- 5 – 7 years of managing staff engaged in diverse disciplines and areas of work.
- Proven ability to work collaboratively and establish positive relationships with staff, colleagues, and external partners.
- Exhibit thoughtful contribution and influence across non-direct reporting teams.
- Ability to skillfully lead and engage team in multiple high-demand projects of varying timelines simultaneously.
- Experience incorporating diverse perspectives in decision-making, defining goals and outcomes.
- Ability to maintain sound judgment in fast-paced, occasionally high-stress situations.

STRATEGIC PRIORITIES:

- Effective in engaging community partners and decision makers in transformative change.
- Have knowledge of specific challenges and opportunities that coalitions and networks face in growth and development stages learned from your own education, professional experience, and/or lived experience.
- Understand how to cultivate fundraising and grantmaking strategies aimed toward advancing racial equity.
- Can adjust direction and approach based on new insight and knowledge.
- Direct experience with fund development and grantmaking preferred.

COMMUNICATION:

- Exceptional written, presentation, and verbal communication skills.
- Clear communication and ability to effectively present complex information to internal and external audiences.
- Ability to constructively facilitate team, Board- and community-level meetings, including meetings in diverse cultural and linguistic environments.
- Proficient with Microsoft Office Suite and common grants management/CRM platforms.

RACIAL EQUITY COMMITMENT: An understanding of the concepts of institutional and structural racism and their impact on workforce development systems, especially regarding barriers to achieving racial equity. Commitment to learning from and developing new strategies, partnerships, and approaches with diverse communities.

EDUCATION OR EXPERIENCE:

- Bachelor’s degree, or equivalent (at least 7-10 years) experience, in community organizing and coalition building, policy advocacy, fund development and grants management, or other field related to this work.

REPORTS TO:
Chief of Staff and Strategy

DIRECT REPORTS:
Grants Manager
WORKING CONDITIONS

This position is a mostly remote work arrangement, with occasional onsite work located in and around our Seattle office. Some travel is required to attend meetings/events/conferences locally, statewide and nationally. Regular workday and work week are established with some planned early morning or evening hours, and overnight and out of area travel.

PHYSICAL REQUIREMENTS

Employee is expected to make decisions, read and write, speak publicly and interpret information and data. May be seated for periods of time, and occasionally may have to lift boxes or other materials that weigh up to 20 lbs.

To apply, please email your résumé and letter of interest referencing Director of Strategic Partnerships and Funding in the subject line to hr@seakingwdc.org. Applications will be accepted on a continuous basis until the position is filled.