



**WE ARE HIRING!**



## **POSITION ANNOUNCEMENT: EXECUTIVE DIRECTOR**

The King County Play Equity Coalition is in an exciting time of transition as we become an independent 501c3 this year after five years in a fiscal sponsorship. We are seeking our first Executive Director to serve as a lead collaborator with the Board of Directors and Coalition members in setting the vision and strategic direction of the organization through this growth phase.

Posting Date: February 21, 2024

Applications received by March 25, 2024 will be given full consideration, but candidates will be considered as they apply. Early applications are strongly encouraged.

Full time, exempt

Salary: \$120,000

SEE FOLLOWING PAGES FOR POSITION DESCRIPTION AND APPLICATION DETAILS



# INTRODUCTION

The [King County Play Equity Coalition](#) (The Coalition) is in an exciting time of transition as we become an independent 501c3 this year after five years in a fiscal sponsorship. We are seeking our first Executive Director to serve as a genuine collaborator with the Board of Directors and Coalition members in setting the vision and strategic direction of the organization through this growth phase.

The Executive Director will serve as the face of the organization in partnerships, fundraising, and advocacy work, as well as managing staff and consultants in day-to-day operations. The Coalition is looking for an enthusiastic, systems-level thinker with a deep understanding of collective action, equity, and advocacy.

The Coalition is a thought leader in play equity, and there is a lot of opportunity to build on years of deep relationship building. This position is supported by a four year capacity investment from Seattle's Pro Teams.

The Executive Director will be a pivotal leadership role, supported by 2.5 FTE staff as well as an established board. The successful candidate will be an experienced nonprofit leader skilled in strategic thinking, coalition building, and creating internal systems. This person will know how to embrace big ideas and manage fine details at the same time. The Coalition is a supportive, collaborative, coalition-based organization. We work together and foster a culture committed to mutual support and learning.

# WHO WE ARE

The King County Play Equity Coalition was launched in response to the 2019 [State of Play: Seattle-King County report](#), which found that only 19% of youth in King County get the recommended amount of physical activity. The Coalition is a network of organizations dedicated to challenging and changing systems to shift power and center physical activity as a key part of health and youth development.

We envision a King County where all youth – and particularly youth from historically underserved groups – experience the transformative benefits of play, sports, outdoor recreation and physical activity.

We engage in various collective action models, working with our board of directors, topic-specific Action Teams, and our Coalition at large to drive change.

We operate with these four core values as our guide:

1. **Communities of Color-centered.** We shift power to communities of color to elevate the brilliance and expertise already there.
2. **Empowering play at all levels.** We recognize the protective value of play and fun.
3. **Collaboration across sectors.** We focus on systems-level solutions that require collaboration across public and private sectors.
4. **Disruption of traditional systems.** We recognize and work to disrupt systematic racism and oppression that are upheld and perpetuated by the status quo.

## WHO WE ARE, CONT'D

The Coalition prioritizes consensus-based decision making to ensure every voice is heard, which is a critical piece of our identity as an organization.

Key successes for the Coalition since our founding include:

- Successfully advocating for a new bill requiring recess in Washington State.
- Partnering with King County to create a participatory budgeting process that includes community members for a \$4M COVID relief fund.
- Launching ongoing action teams that engage members in the work of systems change, including
  - Outdoor Recreation Action Team
  - Youth Action Team
  - Shared Learning Action Team (focus areas include gender equity and racial equity)
  - Advocacy Action Team
  - Swim Equity Action Team

## THE OPPORTUNITY

The Coalition's programs are built on deep relationships, equitable decision-making that begins with our 100+ members, and belief in the power of collective action. The Executive Director position is an opportunity for a leader dedicated to systems change to bring their coalition-building skills and equity expertise to sports, physical activity, and outdoor recreation sector. We await not only your lived and professional experience, but your creativity, too!



# **POSITION PRIORITIES & RESPONSIBILITIES**

At this phase of the Coalition's organizational life cycle, it is important for our leaders to be generalists, with a breadth of skills, who have experience working in a small team, and who are ready to create/build systems and processes that align with our values and our staff.

It is crucial that the person in this role be able to prioritize what is urgent, with awareness of our capacity and the ability to plan the future execution of important but less urgent projects.

The Executive Director at the Coalition:

## **Sets the tone of collaborative, values-based leadership at the Coalition**

- Develops and stewards the board and Executive Committee
- Brings strong facilitation skills and a focus on values to internal and external discussions about processes and how goals get achieved
- Ensures regular communication with staff, board, and Coalition members

## **Refines and implements the vision and strategy of the organization**

- Centers racial equity in our work and ensures lived experience is sought out
- Helps craft the Coalition's second multi-year strategic plan
- Seeks to disrupt traditional systems both in regards to play equity, and in nonprofits more generally

## **Serves as a primary "face of the organization", building partnerships both locally and nationally in play equity spaces and contributing to organizational expertise and credibility**

- Supports programmatic offerings through Action Teams (Youth; Shared Learning; Facilities; Advocacy)
- Ensures programmatic and strategic efficacy through measurement and evaluation efforts, including the publication of the State of Play report

## **Creates processes for and coordinates the operational needs of the organization**

- Leads HR including employee recruitment, hiring, and onboarding
- Manages and approves payroll, works with the bookkeeper to maintain records, and drafts the budget with the Treasurer
- Oversees membership recruitment, coordination, and communication
- Ensures annual administrative business requirements are met (insurance, business licensing, etc.)

## **Develops and implements the fundraising strategy and infrastructure of the organization, in collaboration with other staff and volunteers**

- Grant writing
- Special events
- CRM and database management
- Annual impact reporting to funders and donors



## **POSITION PRIORITIES & RESPONSIBILITIES, CONT'D**

### **Provides guidance and mentorship to team members**

- Co-creates annual goals and an internal work plan with staff and board that supports our strategic plan
- Proactively plans for continuing education and professional development
- Participates in building a culture of inclusion and anti-racism

In addition, the Executive Director is part of the broader Coalition team. Our team members:

- Supports communications work on behalf of the organization, from regular email newsletters to member recruitment
- Assists staff with various projects including surveys and outreach
- Builds a culture of inclusion and anti-racism, including professional development opportunities and work groups
- Potential to travel out of state 1-2 times per year

## **EXPERIENCE AND QUALIFICATIONS**

The Coalition's programs are built on deep relationships, equitable decision-making that begins with our 100+ members, and belief in the power of collective action. The Executive Director position is an opportunity for a leader dedicated to systems change to bring their coalition-building skills and equity expertise to sports, physical activity, and outdoor recreation sector. We await not only your lived and professional experience, but your creativity, too!

Desired Skills/Abilities:

- Proven ability to initiate and foster productive relationships with a wide range of community members and partners
- Enthusiasm for collaborative values-based decision-making and non-traditional governance models that break the status quo
- Demonstrated ability to set priorities for and manage multiple projects in various stages of development, each with a unique timeline
- Excellent written and verbal communication skills
- History of fundraising through grant writing, special events, and an overall understanding of fundraising strategy for small nonprofits
- Microsoft Windows/Office software, including Word, Excel, Outlook, PowerPoint
- A creative thinker who can build systems and processes that help formalize an organization and support its growth

Education and Experience:

- 4-5 years of experience working in nonprofit management, leadership and/or administration (+exec leadership)
- 1-3 years of experience in small nonprofit organizations (teams of 5 staff or less)
- At least 3 years experience managing staff Some experience with advocacy related missions and/or an understanding of systems change and collective action
- Some experience with coalition building (preferred)
- Some experience with youth sports, play, physical activity or outdoor recreation (preferred)

## **EXPERIENCE AND QUALIFICATIONS, CONT'D**

Physical Requirements:

- Able to lift up to 20lbs: Occasionally help with packing, moving, and delivering supplies to program or fundraising events.
- Prolonged periods of sitting or standing at a desk and working on a computer.
- Valid driver's license and insurance; ability to transport materials for engagements throughout King County

Employees of the Coalition must complete a criminal background check, which will be performed in accordance with The Seattle Fair Chance Employment Ordinance ([SMC 14.17](#)).

## **IDEAL CANDIDATE**

We are looking for someone who is passionate about building relationships and who believes in the transformative benefits of play, sports, outdoor recreation and physical activity.

We seek someone who shares the values that are central to our identity: Centering communities of color; empowering play at all levels; collaborating across sectors; and disrupting traditional systems.

You will find the Executive Director role to be an excellent opportunity if you are a leader with at least 4-5 years experience in nonprofit management, leadership and/or administration, who understands the unique opportunities within a new role during the startup part of an organization's life cycle.

Our ideal candidate is...

- A strategist who can see the big picture, and understands how to build and implement plans that get us to our goals, together.
- Someone who excels at and enjoys interpersonal interactions and relationship building - because this role requires a lot of it!
- A talented systems thinker who can navigate the political nature of coalition building and advocacy work.
- A highly skilled communicator who can foster trust and inspire people to take action.
- Invested in integrating equity and anti-racism into organizational structure and practices, and has a strong personal commitment to equity, diversity, and inclusion.

You might fit one of these profiles...

- You're an accomplished nonprofit leader in organizational development, systems creation, and coalition building who has managed a budget of \$500,000 and teams of three or more staff;
- You have lived experience with advocacy work including personal connection with youth sports, play, physical activity or outdoor recreation.



## COMPENSATION AND JOB DETAILS

The Executive Director is a full-time (40 hours/week) exempt position. This role requires some evenings/weekends, and some travel throughout King County for events, Coalition engagement, and donor meetings. For this reason, reliable access to a vehicle is required and travel is reimbursed. This is a supervisory position for Coalition staff members and consultants.

The salary for this position is \$120,000.

The Coalition offers benefits, a compelling mission, and dedicated, passionate coworkers.

Benefits include:

- Health benefits
- Paid holidays, paid vacation days, and paid sick leave

**Our team is hybrid and works 2 days per week in our Seattle office near U Village.**

*Please note: While our team is hybrid, this position is heavily community-facing, and there will be multiple days per week where the Executive Director is in the field with Coalition members. We anticipate that the Executive will work remotely from home 1-2 days per week.*

## COMMITMENT TO EQUITY

The Coalition is committed to advancing equity and increasing inclusion within our organization. We strongly encourage applications from people of color and other underrepresented identities (including but not limited to: gender identity, class, socioeconomic status, sexual orientation, age, and ability).

The Coalition is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender identity, sexual orientation, age, religion, marital status, military status, or any other characteristic protected by law. We actively promote mutual respect, acceptance, teamwork and community. We believe that diverse backgrounds and identities strengthen our work and create vibrant communities. We are working diligently in 2024 and beyond to actively center our work in racial equity and anti-racism.

In accordance with the Americans with Disabilities Act, upon request, reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of our positions.

# TO APPLY

Please email the following to [hring@kcplayequity.org](mailto:hring@kcplayequity.org) with the subject line "Executive Director":

1. Your resume
2. Your favorite examples of past work (no more than 3)
3. Three references. Include at least first name, last name, relationship, and email.
4. A brief response to these two questions:
  - What has your experience been with collective action that creates system change related to youth sports, play, physical activity, or outdoor recreation?
  - What makes you a great fit for leading the King County Play Equity Coalition?

Through your past work examples, we are hoping to see both your communication skills, as well as your approach to building relationships and sharing your work and vision in a role you've held previously.

Examples might look like:

- Highlights of materials you created to support a program or event related to an organization's mission (maybe that's email communications, invitations, sponsorship requests, all the way to "the ask" pitch for your event)
- An outline of a campaign (mail, virtual, or multi-channel) you developed and executed, and any graphics/visuals/collateral you created to support it
- Videos, podcasts, op-eds or other interviews related to a mission you have/currently support

This list of examples isn't exhaustive. If some other type of past work not listed here really showcases your skills and can be attached or linked via email, we would love to review it.

## COVID-19 Vaccination Policy

All employees and contractors of the Coalition are required to show proof of full vaccination against COVID-19 upon accepting employment, unless they have been granted an accommodation for a medical or religious reason. Full vaccination at the Coalition is defined as the initial vaccination(s) as well as the appropriate booster.

## The Process

We like to tell people a bit about the process so you know what to expect in terms of your time commitment.

Please note these dates are estimates:

- Applications accepted: February 20 - March 25, 2024 (5pm Pacific Time)
- Phone screenings for selected candidates: Rolling, February 26 - March 26, 2024
- Staff panel interview (via Zoom): March 25 - 29
- Final panel interview (in person in Seattle): April 8 - 12
- Candidate selection and reference checks: April 15 - 19
- Final hiring decision: April 22 - 26

**Applications received by Monday, March 25, at 5pm Pacific Time will be given full consideration, and candidates will be considered as they apply.** Early applications are strongly encouraged! All applications will be acknowledged via an email receipt. This interview process will be led by our staff and leadership team, supported by Ashley Fontaine of Flux AF Consulting.

**If you have any questions or need accommodation to apply please email [hring@kcplayequity.org](mailto:hring@kcplayequity.org).**