



HERD FREED HARTZ  
EXECUTIVE SEARCH PARTNERS



SEATTLE  
CITYCLUB

## EXECUTIVE DIRECTOR

### **ORGANIZATIONAL OVERVIEW AND STRATEGY**

Seattle CityClub is a nonpartisan, 501(c)(3) nonprofit organization improving the civic health of the Puget Sound region by providing programs that bridge politics, sectors and generations to inform and engage residents and community leaders.



Seattle CityClub is at an inflection point. The organization has built a reputation as a catalyst for strong, inclusive civic engagement. It has established sustainable programs addressing issues that matter and it is bridging communities with socially conscious thought and action.

Through coalition-building and collaboration, it has broadened its reach outside of Seattle to include communities throughout the state of Washington.

At a time where there is a growing need for an engaged public connected to one another and to elected officials, CityClub is well positioned to look beyond a 2-3-year planning horizon.

The Board and current Executive Director (ED) have already engaged in high-level discussions on CityClub’s future strategic direction. Although CityClub faces numerous strategic questions, they can be summarized into the following issues related to scale:

1. At its core, is CityClub predominantly a Seattle-centric civic engagement, health, and education organization best known for its local programming, knowledge, and influence?
2. Should CityClub embrace a broader vision of its future, leveraging its strengths to become a leading civic innovator whose work (e.g. the Washington State Debate Coalition) serves as a model for replication in other regions or nationally?



CityClub seeks a new Executive Director with the visionary leadership to engage with the board, not only to address these strategic questions — but to expand its vision and set exciting new, long-range strategic goals and objectives. This vision is also likely to become the cornerstone of the 40th anniversary fundraising campaign.

Recruitment of a new ED provides the CityClub Board — in collaboration with the incoming ED — a unique opportunity to raise its profile, broaden its impact, catalyze new strategic partnerships and increase funding opportunities. At the same time, the incoming ED must also ensure that the organization maintains and builds on its strong local innovations, support, and impact.

## MISSION

Our mission is to inform, connect and engage the public to strengthen the civic health of our region. It’s our vision that, along with natural wonder, innovative business and vibrant culture, the Puget Sound region is defined by informed people engaged with their leaders in effective democracy.



## VALUES

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**Passionate Non-Partisanship** — Civic dialogue that reflects our community’s diverse political ideologies, cultures and socioeconomic backgrounds.

**Respectful Conversation** — Lively and respectful forums that cultivate open and civil debate.

**Leader Access and Accountability** — Active exchange of ideas that foster accountability and engagement between residents, experts and policymakers.

**Connection and Collaboration** — Partnerships that bring together people and ideas to address critical issues.

For more information on Seattle CityClub, including a calendar and video links to past events, please go to [www.seattlecityclub.org](http://www.seattlecityclub.org)



## POSITION OVERVIEW

Reporting to a 23-member Board of Governors, Seattle CityClub’s Executive Director oversees a \$730 thousand budget and 7 team members.

# POSITION ACCOUNTABILITIES

- Ensures accomplishment of the strategic plan for the organization, consistent with direction provided by the Board of Governors
- Works closely with the Board of Governors and Development Team on fundraising efforts to ensure that the organization is financially viable for the long term
- Advocates for and promotes the interests of CityClub by establishing and maintaining positive relationships with stakeholders and the broader community
- Supports the Board of Governors in fulfilling its responsibilities to make a strong and viable organization: Policymaking, strategic planning, financial stability and positive community relations
- Manages the ongoing programs and administration of CityClub, consistent with the highest standards, Board Policy and direction, applicable laws, regulation and funding requirements

# KEY PRIORITIES IN THE FIRST YEAR

- Make a concerted effort to be highly visible, establish genuine rapport, and form positive working relationships with all key stakeholders (Board, Staff, Citizens, Corporate and Community Partners, Media, Universities, Civic Leaders, etc.)
- Continue to foster existing external relationships and seek additional community partners to further the organization's impact
- Enhance fundraising efforts to ensure CityClub's resources are adequate for planned growth
- Perform an organizational assessment and make recommendations to enhance operational effectiveness
- Continue to make progress on diversity, equity and inclusion initiatives
- Evaluate organizational activities, including current programming, to ensure it aligns with organizational strategy and goals
- Continue current efforts to review programs to determine their efficacy and organizational goal alignment
- Facilitate a visioning process with the Board to imagine CityClub 2030
- Evaluate Board meeting frequency to confirm it is aligned with organizational goals
- Continue ongoing efforts to ensure programs are reaching underrepresented populations
- In collaboration with the Board, establish key metrics to track organizational progress

## PREFERRED CANDIDATE PROFILE

The preferred candidate will be a compelling convener, motivator, team leader, and coalition builder dedicated to the mission and values of Seattle CityClub. An engaging and active collaborator, she/he must be authentic and have unimpeachable personal integrity and professionalism. This individual will possess a high “EQ”, instill confidence and have excellent presentation and communication skills with an open-minded, outgoing, personable and highly inclusive style.



This leader will be viewed as nonpartisan and will possess a commitment to enhance civic engagement, a strong network and deep relationships in the community. The preferred candidate will also act as a “Chief Mission Officer”, with applicable business acumen to lead the organization through its growth, and will possess a genuine, visible passion for advancing CityClub’s efforts to reach the broadest constituency possible.

The ideal candidate will foster a workplace culture and environment where staff looks forward to coming to work, where an appropriate sense of humor and camaraderie is ever present, and work is a passion rather than just a means to earn an income. The ability to communicate with clarity and motivate people is a critical requirement. The capacity to connect with people of different backgrounds, and the humility to accept shortcomings and the thirst for ongoing growth and development is also needed. The desire to engage, develop and retain team members should be evident. This individual will be interested in not only her or his own professional development, but also in her or his own growth as a person in a complex, multi-cultural world.



## PREFERRED QUALIFICATIONS

Minimum of 8 years of progressively responsible experience in a leadership role with a mission-based organization is desired. Proven success in fundraising, operations management, program development, government relations and board relations is also desired. Bachelor’s Degree or equivalent is required; an advanced degree is preferred.

# LOCATION

Seattle, Washington

Seattle CityClub is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.

**For more details and confidential inquiries, please contact:**

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