



## Seeking a civically-minded, experienced program manager and leader to serve as our new Director of Civic Engagement

### About the Organization

Founded in 1980, Seattle CityClub is a nonpartisan, nonprofit organization that informs and inspires people to engage in the most important issues facing our city, state and nation. We host local and statewide political candidate debates; dialogues held in person and later televised with influential leaders in government, business, education and civic affairs; in-depth, day-long workshops on issues like homelessness and civil rights; a survey and report on our region's civic health that drives our programming; an annual fundraising benefit luncheon; and more. Every year, Seattle CityClub serves more than 30,000 Puget Sound residents in person and online, and our broadcasts reach 1 million Washingtonians.

We are a small and highly collaborative work team of eight staffers, overseen by a 30-member Board of Governors made up of deeply committed community leaders. We take our work seriously but also strive to have fun in the workplace. Our office is located in the Impact Hub in the Pioneer Square neighborhood of Seattle. The Impact Hub hosts gatherings, excursions and other activities (including Milk & Cookie Hour every Monday!) to bring people together to learn from and enjoy each other.

### About the Position

The Director of Civic Engagement's primary responsibility is to oversee, direct and manage more than 30 programs a year and to develop and maintain relationships with multiple program partners that include media and corporate sponsors. With support from executive and administrative staff, the Director of Civic Engagement also secures contracts, arranges for program speakers, assists in generating attendance, executes program logistics, and works collaboratively with the Director of Development to develop fundraising strategies to support CityClub programs.

The Director of Civic Engagement reports to the Executive Director and supervises the Program Coordinator. In the absence of the Executive Director, the Director of Civic Engagement may represent the organization with the Board of Governors and the community. This is a full-time salaried position, approximately 40 hours per week, with occasional evening work required.

### Compensation and Benefits

Starting salary is \$63,000 to \$72,000 per year with an exceptionally generous package of benefits. Employees accrue monthly Paid Time Off (PTO, which encompasses both vacation and sick leave) for an equivalent of 4 weeks annually. You will also enjoy seven paid holidays each year plus an additional week off between Christmas and New Year's Day. CityClub pays the full costs of employee medical, dental and vision insurance; spouse/partner/children insurance also is available for a fee. A 403B retirement plan is available with a 2 percent company match after one year. We also provide a monthly bus pass. Total value of the benefits package is \$8,000+.

## Responsibilities

- Develop and manage all aspects of CityClub's programs from advanced planning to execution, ensuring consistent quality in 30+ events each year. This includes hands-on content creation, securing and preparing high-profile local and national speakers and media moderators, vendor and venue selection, contract negotiations, partner communications and more.
- Determine program goals and oversee evaluation to analyze, measure and track program impact.
- Strategize new initiatives and program ideas in partnership with CityClub leaders and partners.
- Create and manage the annual programs budget.
- Develop, manage and steward sensitive multi-member partnerships, ensuring that all voices are heard and troubleshooting relationship issues.
- Manage work plans, meetings and leadership development for volunteer Program Committee and event support staff. Serve as lead staff member for monthly Program Committee meetings.
- Work collaboratively with the Development team to identify compelling opportunities for donors and sponsors to support CityClub's mission and programs.
- In consultation with the Executive Director and Development Director, ensure the success of CityClub's annual fundraising luncheon.
- Along with the Executive Director and Development Director, serve as a member of CityClub's executive team, responsible for overall strategic planning and program execution.
- Supervise and manage part-time Program Coordinator.

## Desired Skills and Attributes

- At least five years' experience managing complex programs, ideally for a nonprofit, government or civic organization.
- Event planning and management experience.
- Highly well-organized with the ability to manage many programs and deadlines at one time while ensuring the highest-quality execution.
- Diplomatic, inclusive, strategic, creative and thoughtful with outstanding communication and interpersonal relationship skills.
- Existing community connections to people, government agencies, nonprofit organizations, media and local and state leaders.
- A passion for civic engagement, civil discourse and the power of an engaged citizenry to shape the public issues that affect all our lives.
- The credibility to present an impassioned and nonpartisan belief in the mission of CityClub.
- A commitment to and experience in implementing diversity, equity and inclusion initiatives.
- At least two years' supervisory experience.
- Four-year degree, ideally in political science, nonprofit leadership, public policy, business or related field.

Apply by emailing your resume and a cover letter to [jobs@SeattleCityClub.org](mailto:jobs@SeattleCityClub.org). Applications will be reviewed until the position is filled. Please reference the job title in the subject line.