



Executive Director

Seeking Executive Director for immediate hire with Seattle CityClub.

Organizational Overview and Strategy

Seattle CityClub (CityClub) was founded in 1981 by eight civic-minded women who were barred from joining the men-only clubs of their time. Today, the organization informs and inspires people to engage in the most important issues facing our city, state and nation. CityClub has built a reputation as a catalyst for strong, inclusive civic engagement and discourse.

CityClub is a mission-driven organization whose programs are open and inclusive of all. CityClub's established and sustainable programs address issues that matter and bridges 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. In fact, more than 4,000 people, including 200 community leaders, participate in person in CityClub's nonpartisan programs and events annually. As many as 500,000 people a year watch CityClub's hosted political debates and programs on TV and online.

We live in a time of growing need for a more engaged public that is connected to one another and their community leaders. CityClub desires to build on its current organizational structure and programming as well as look beyond a 2-3-year planning horizon. Effective strategic planning will ensure CityClub's long-term sustainability and relevance in a changing political landscape. The Board of Governors have engaged in high-level discussions regarding CityClub's future strategic direction. This includes the potential for realizing 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 and nationally.

CityClub seeks a new Executive Director (ED) with the visionary leadership to engage with the board, not only to ensure the long-term sustainability of the organization, 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 that will launch in 2021.

The ED will oversee the operations of CityClub staff, programs, execute its mission, and potential expansion. 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. The ED must also retain highly valuable members of the broader staff/team, as well as recruit new highly talented team members when transitions occur.

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

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

Position Overview

Seattle CityClub's staff is comprised of a small and highly collaborative work team of eight total staff members, overseen by a 30-member Board of Governors made up of deeply committed community leaders. The Executive Director oversees a \$730,000 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, Donors, 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
- Lead fundraising strategy in collaboration with Director of Development and ensure CityClub's resources are adequate to sustain and grow the organization

- Perform an organizational assessment and make recommendations to build infrastructure and enhance operational effectiveness
- Continue to make progress on diversity, equity and inclusion initiatives
- Evaluate activities to ensure they align with organizational strategy and goals.
- Continue current efforts to review current programming to determine their efficacy and organizational goal alignment
- Facilitate a visioning process with the Board to imagine CityClub 2030.
- Guide and oversee a strategic planning process for 2020-2023, which incorporates plans for a 40th anniversary celebration and fundraising campaign beginning in 2021.
- Continue ongoing efforts to ensure programs are reaching underrepresented populations.
- In collaboration with the Board, establish key metrics to track organizational progress.

Executive Director Profile

CityClub seeks a passionate committed leader to use their expertise, vision, and community knowledge to lead the organization. The right leader is a compelling convener, motivator, team leader, and coalition builder dedicated to the mission and values of Seattle CityClub. An engaging and active collaborator, the ED must be authentic and have unimpeachable personal integrity and professionalism. This individual possesses a high “EQ”, instills confidence and has excellent presentation and communication skills with an open-minded, outgoing, personable and highly inclusive style. The individual is a dynamic and inclusive leader — diplomatic, strategic, creative and thoughtful with outstanding communication and interpersonal relationship skills.

This leader will be visible and influential, yet viewed as nonpartisan, and possess a commitment to maximizing civic engagement, with a strong network and deep relationships in the community. The ED is the “Chief Mission Officer”, with applicable business acumen to lead the organization through its growth, and has 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 should be interested in not only their own professional development, but also in their 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. Executive Director experience preferred. Proven success in fundraising, organizational management, program development, government relations and board relations is also desired. Recent experience in direct staff supervision, evaluation and motivation is also desired. Outstanding organizational and time management skills with the ability to manage many duties and deadlines at one time while ensuring the highest-quality execution is desired.



A commitment to and experience in implementing diversity, equity and inclusion initiatives is essential. Ideal attribute: Existing community connections to people, government agencies, nonprofit organizations, media and elected officials. Bachelor's Degree or equivalent is required; an advanced degree is preferred.

Location

Seattle, Washington

To Apply

For more details and confidential inquiries, please contact:

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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.