



Nonprofit Association
of Washington

EXECUTIVE DIRECTOR



[APPLY NOW](#)

THE ORGANIZATION

Nonprofit Association of Washington (NAWA) convenes a powerful network of nonprofit organizations across Washington State to learn, advocate, and collaborate so that nonprofits can achieve their missions and thrive. NAWA's work falls into three broad categories: [Learning](#); [Advocacy](#); [Collaboration](#).

Through participation in this network, nonprofits (staff, board, and volunteers) become more sustainable and effective. Stronger nonprofits contribute to healthy, collaborative, economically vital, and civically engaged communities. Many of Washington state's most effective nonprofits are [members of the Nonprofit Association of Washington](#). NAWA actively champions equity, spearheading its advancement across the nonprofit sector.

NAWA is governed by a 12-member board of directors, has a staff of twelve (12), and the projected FY 2024 budget is approximately \$1.8M.

VISION

A vibrant nonprofit sector that is a valued partner in strengthening communities.

VALUES

Equity and access – Improving equity within our organization and the nonprofit sector overall is foundational to achieving our mission. We strive to make our programs and network accessible to all.

Curiosity – We value curiosity, continuous learning, and improvement. We strive to be adaptable and remain open to new ways of advancing a more just society.

Care for people – We prioritize the welfare and wellness of our staff, partners, & community members.

Relationships – We believe in the power of relationships and are committed to building strong, equitable, and accountable relationships with individuals and organizations.

Integrity – We behave in an honest and ethical way



THE POSITION

The Executive Director provides overall staff leadership for the Nonprofit Association of Washington (NAWA). The Executive Director (ED) works closely and collaboratively with NAWA's staff, board, and partners to advance the nonprofit sector in Washington state. The ED will shape and communicate the vision and strategic direction of NAWA, lead staff, and volunteers, and ensure that the organization is well-managed and accountable to its membership.

Key responsibilities include program leadership, staff leadership, community relations, advocacy, fundraising, financial management and administration, and partnering with and supporting the board.

The ideal candidate will be an inspirational leader and strategic and systems thinker able to build a shared vision and understanding to advance the nonprofit sector in Washington state. This includes demonstrated prowess in advocating and promoting policy, equity, social and racial justice initiatives. They will build coalitions and teams and cultivate the skills and abilities of staff and member organizations. We seek an innovative, business-savvy, data-driven, and heart-centered leader who can think broadly and understand the nuances of the communities served by our nonprofit organizations. Strong relationship-building and a human-centered approach are important to the work. The ED will be a supportive and open-minded leader who is able to prioritize and organize resources to support NAWA's programs and capacity in support of the sector.



EQUITY STATEMENT

NAWA works to change systems in order to liberate the nonprofit sector from the current inequities and achieve racial, gender, economic, and social justice for those who are systematically denied..



OPPORTUNITIES FOR IMPACT

RELATIONSHIP BUILDING/MEMBER RELATIONS:

- A key priority for the new ED will be going out on a listening tour all over the state, holding membership meetings around the state, and engaging nonprofits of all sizes and locations (urban, rural, all regions of the state).
- In order to attract and retain members the new ED will work with the NAWA team to expand the visibility and awareness of the organization to grow its membership throughout the state.
- NAWA has several well-established programs and a successful annual conference. The new ED will work with the Education team to review and refresh core nonprofit curriculum training and begin in-person offerings around the state.

ANTIRACISM/DEIA:

- The new ED will work with the board, staff, members, and other constituents to broaden and expand NAWA's DEI and antiracism work internally and externally.
- As part of NAWA's long-term and ongoing efforts to invite diverse voices and perspectives, host honest conversations about why nonprofits and philanthropy exist and hold space for folks to come together to brainstorm ways to enhance the impact and sustainability of the sector.



STRATEGIC PLANNING/ORGANIZATION DESIGN:

- In collaboration with the board, the new ED will update the existing strategic plan to reflect information and input gathered from members and constituents across the state and then effectively implement the plan.
- Given the changing landscape around the state, the new ED will lead an effort to reimagine, re-organize, and fully staff NAWA to fulfill its mission.

FUNDRAISING/REVENUE:

- As is true for most membership-based organizations, non-dues revenue is vital to NAWA's work. The new ED will work with the board and staff to identify sources of revenue, such as new or expanded programs, and provide members with services or benefits that also earn money. This will also include partnering with the Development Director to craft and implement an updated comprehensive fundraising plan.

ADVOCACY:

- One of the primary objectives of NAWA's advocacy work is government contracting reform. The new ED will establish deep relationships with elected officials to become a go-to resource for the Governor, cabinet members, and legislators on this and other policy issues impacting nonprofits.



LEADERSHIP ABILITIES

Candidates will be evaluated on their professional background, volunteer experience, and direct and transferable skills. We welcome candidates with a range of life and business management experience, personal identities, and backgrounds. NAWA is seeking candidates with a compelling combination of demonstrated experience and skills in some or all of the following areas:

- Experience serving as an Executive Director, Deputy Director, CEO, COO, CAO, or similar role(s) or senior staff member of an organization, division, or department of comparable size.
- Broad understanding of nonprofit operations (e.g., Budgeting, Financial Management, Human Resources, Advocacy, Strategic Planning, Fund Development).
- Exposure to nonprofit operations, business operations, or public sector operations – which may come from board, volunteer, or professional experience – is required for success in this role.
- Demonstrated experience building strong, collaborative relationships and successful partnerships with people and organizations from diverse backgrounds, points of view, and sectors.
- Proficiency in Office Suite (Word, Excel, PowerPoint, Outlook) and experience with CRM databases, email engagement platforms, event management systems, and project management software. NAWA currently uses Salesforce, MailChimp, Soapbox, and Asana – equivalent transferrable skills from other systems are welcome.

COMMITMENT TO:

- NAWA's mission: create, support, and promote a vibrant nonprofit sector that is a valued partner in strengthening communities.
- Racial equity, social justice, antiracism, and strengthening the DEIA work underway at NAWA.
- People-centered leadership.
- Promote a culture of collaboration, learning, continuous improvement, trust, mutual respect, and excellence.

ABILITY TO:

- Handle multiple tasks, projects, and priorities effectively and professionally.
- Communicate in an open, honest, transparent, and timely manner.

- Bring an open mind to explore different solutions and ideas presented by others.
- Develop and nurture relationships with constituents and build coalitions to further nonprofit goals and effectiveness.
- Facilitate a collaborative, inclusive strategic planning process with staff, board, members, and other constituents.
- Creatively solve challenging problems.
- Use communication and influencing skills to develop long-lasting internal and external relationships.
- Partner with the board to recruit, onboard, and support new board members.
- Travel within the state of Washington. (~25% on average)
- Attract, engage, mentor, manage, and empower a high-performing team.
- Build and steward an organization reflecting NAWA's mission and values.
- Translate high-level organizational priorities into clear and straightforward initiatives that achieve NAWA's goals and strategic imperatives.
- Lead through change with sensitivity, clear vision, excellent communication, and emotional and social intelligence.
- Keep perspective and have a good sense of humor.
- Understand financial models and contracts and work with the board to ensure financial sustainability.

SKILLED IN:

- Fundraising
- Relationship management
- Written & verbal communication at all organization levels
- Budgeting/financial management
- Board relations
- Marketing and public relations
- Change management and organization development
- Community relations
- Public speaking
- Policy advocacy
- Grant writing and grant management
- Customer service



COMPENSATION AND BENEFITS

This is a full-time, exempt position with a target starting compensation range of \$130,000 - \$150,000 depending on experience. NAWA offers a generous benefits package, including:

- Discretionary employer retirement contribution
- Paid Time Off
- Medical, dental, & vision coverage for the employee
- Sabbatical after 5 years of service

TO BE CONSIDERED

The position is open until filled. Applications are welcome from January 2, 2024. Candidate materials are reviewed on an ongoing basis. To be considered, follow the link below to submit a resume and a two-page (or less) cover letter addressed to Trudy Soucoup, Board President.

<https://valtasgroup.hire.trakstar.com/jobs/fk0vugo/>

You may direct questions to Amy Burton, amy@valtasgroup.com, 206.718.5122, or Ed Rogan, ed@valtasgroup.com, 206.697.8428.





ABOUT VALTAS GROUP

We are proud of our work as [Interim Executive Directors](#), supporting our clients in times of transition. Our deep experience helps organizations navigate uncertainty during leadership change. We [lead the search process](#) in [partnership with the board](#) and staff leadership, as consultants for [recruiting and search](#) to support your organization as you identify the ideal Executive Director or leader for your future. We partner with board members and senior nonprofit leaders on a variety of strategic consulting assignments.

Valtas Group has a variety of comprehensive resources to guide your transition needs. [Contact us](#) to learn about our [executive interim and placement services](#) and keep your organization moving during any transition or major change.

CONTACT US