

This unique Executive Director opportunity is a full-time (currently a 35 hour workweek) and exempt position. The Executive Director will report to the Disability Rights Washington Board of Directors.

Background information on our organization: Disability Rights Washington (DRW) is Washington State's protection and advocacy agency, a non-profit organization that protects the rights of people with disabilities statewide. Our mission is to advance the dignity, equality, and self-determination of people with disabilities.

We are seeking: An Executive Director who will provide strategic leadership, budgetary and staff oversight, and administrative direction to the overall operations of our organization. We are searching for an applicant who is a fierce disability advocate with lived experience who leads with compassion, justice, accessibility, and strategic foresight.

We welcome all applicants who are: People with disabilities, preferably those who also have lived experience as African American, Black, Indigenous, people of color, women, queer, LGBTQIA+ individuals, and those from other oppressed groups and protected classes including formerly incarcerated individuals.

Position location: This position will be based in either our Seattle or Spokane, Washington office with an opportunity for a hybrid schedule.

Salary: This is a full-time position with benefits. The salary scale is \$130,000 to \$175,000, commensurate with experience. Our benefits package includes 401k contribution, health, dental, vision care, long-term disability, life insurance, transit benefit, Costco membership, vacation, sick, and other types of leave.

How to apply: Applications will be accepted until the position is filled. Applications will be reviewed as they are received. Serious candidates should submit applications on or before April 14, 2023. **Applications should contain a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications described in the position description that is attached.**

Email application to Christine Griffin, cgriffin@benderconsult.com with "DRW Executive Director

Search” in the subject line. Please include how you heard about the search.

Only a select number of highly qualified individuals will be invited to participate in a formal interview process. This is a confidential process and will be handled accordingly throughout all phases of the recruitment and selection process.

Interview questions will be sent to candidates ahead of time. Accessibility accommodations for any portion of the application or interview process are available by emailing your request to Christine Griffin at cgriffin@benderconsult.com.

(DRW has retained the executive search firm and certified disability-owned business enterprise, Bender Consulting Services, Inc. to conduct this search, www.benderconsult.com.)

Essential Job Duties and Responsibilities

As mentioned above, we are seeking an Executive Director who is wholeheartedly committed to the mission of disability justice. This is someone who not only can accomplish the core competencies of this role, but also creates a safe, productive, encouraging, and supportive environment so that our talented staff can do their best work. Our ideal candidate leads with compassion, justice, accessibility, and strategic foresight.

- Ensure the development and ongoing evolution of efficient, effective decision-making processes that encourage power sharing
- Commit to listening, creating space for diverse perspectives, and the pursuit of inclusive and just outcomes
- Participate in race-based caucusing – DRW has two race-based caucuses that focus on our internal DEI efforts and centering racial justice in our work
- Contribute to the ongoing evolution and implementation of a disability justice and race equity framework for use in internal operations and external advocacy
- Support the work of the following committees: DRW Board of Directors, DRW Board Executive Committee, Finance & Audit Committee, Diversity, Equity & Inclusion Committee, Employee

Relations Committee, Disability Advisory Council, and Mental Health Advisory Council

- Provide leadership, oversight and administrative direction to the Advocacy Director, Public Policy Director, Office of Developmental Disabilities Ombuds, Strategic Partnerships Director, Controller and HR/IT Manager
- Guide the development of a financial management strategy, including fiscal forecasting, fiscal strategic planning, contract negotiations, banking relationships, partnerships compliance, and private and institutional financing
- Oversee and guide DRW's fundraising strategies to ensure revenues are diversified.
- Oversee the procurement of contractual services necessary to maintain the integrity and quality of DRW operations
- Sustain DRW's relationships with the National Disability Rights Network (NDRN), funders, potential funders, and a full range of coalitions and organizational partners
- Participate in the development and preparation of short-term and long-range plans/budgets
- Evaluate and implement DRW policies and office protocols while ensuring compliance with applicable laws, regulations, and requirements
- Submit all required reports, timesheets, and other documentation in an accurate and timely manner

A note on work conditions: The Executive Director will be expected to work a combination of both in and out of office, including the possibility of extensive local and statewide work-related travel. Some early mornings, evenings, weekends, or extended hours will be, at times, necessary.

We are looking for someone with these qualifications: The below qualifications exemplify the most ideal candidate for this position; however, we encourage you to apply if you believe your lived experience and skills align with the role.

- At least an undergraduate degree in a field that adds value to DRW's work
- A minimum of 5 years of non profit management experience and preferably 5 years experience working at a member organization of

the National Disability Rights Network or like disability advocacy organization with a 2-3 million dollar budget or more.

- An individual with a disability with deep roots in the disability community and preferably with lived experience as African American, Black, Indigenous, people of color, women, queer, LGBTQIA+ individuals, and those from other oppressed groups and protected classes including formerly incarcerated individuals.
- Demonstrated leadership capacity, successfully managing and developing a strong team.
- Demonstrable leadership, team management, and interpersonal skills.
- Personal commitment to exposing and dismantling all forms of structural bias and oppression
- Experience in and/or leading federally funded non-profit organizations. Experience with the federal Super Circular and federal Single Audits.
- A demonstrated track record of successful business operations management and project management.
- Ability to work effectively and cooperatively within a team framework that includes transparency, willingness to communicate with staff and promote an open environment.
- Knowledge of public policy issues and experience advocating with the state government and the legislature; testifying in front of the state legislature.
- Excellent communication skills
- Proficiency in Microsoft Office Suite, as well as experience working with accounting and payroll software and information management.

About Disability Rights Washington (DRW)

DRW is a private nonprofit organization that advocates for the rights of people with disabilities across Washington. We are designated by the governor as the independent federally-mandated protection and advocacy system for Washington State. As such, DRW promotes, expands, and protects the human and civil rights of people with disabilities.

For information about us, please visit: www.disabilityrightswa.org.