



Executive Director

Rain City Rock Camp *Seattle, Washington*

Position: Executive Director
Reports To: Board of Directors
FLSA Classification: Exempt
General Classification: Regular, Salaried, Full Time

Position Summary

The Executive Director represents the mission and vision of our community, manages the staff, collaborates with the board, and is primarily responsible for ensuring that our administrative and fundraising functions support our programs.

Duties and Responsibilities

Vision, Culture & Leadership

- Provide consistent and visionary leadership to sustain and grow Rain City Rock Camp's impact with a commitment to advancing equity and expanding representation in programming.
- Serve as an active spokesperson to the community, media, supporters, and broader collective.

Equity and Anti-Racist Practices

- Prioritize representation and cultivate belonging by sharing, seeking, and centering the perspectives of those most underestimated and harmed by systemic oppression, particularly Black, Indigenous, Asian, Pacific Islander, SWANA, MENA, gender expansive, and differently abled populations.
- Encourage and leverage professional development opportunities for staff and community members to advance their gender equity and anti-racist knowledge, skills, abilities and practice.

Strategy and Board

- Manage staff and partners (including contractors and volunteers).
- Support and engage the board and staff in the development and implementation of the organization's strategic plan and community priorities, including participating in board meetings, board recruitment and stewardship and other board-adjacent activities.
- Serve as liaison between board and staff, providing timely and transparent reporting.

Programs

- Support staff on the design, marketing, promotion, delivery, and management of quality programs and services.
- Support staff on the development and implementation of evaluation processes
- Plan and collaborate with staff on projects and special events.

Management, Finance & Operations

- Manage all human resources functions
- Oversee strategic office / facility needs including liaising with landlord
- Oversee all financial processes including, but not limited to, assisting bookkeeper with accounts receivable / payable and liaising with banks, tax preparers, and other financial vendors.

- Manage some financial processes, including, but not limited to, processing accounts payable / receivable, developing and maintaining annual budgets in partnership with board and staff; and monitoring and reporting on ongoing revenue/expenses.

Development

- Drive innovative fundraising activities through relationship-building, campaigns, and effective cultivation of ambassadors across the Rain City Rock Camp community.
- Direct staff and board in grant strategy and development, fundraising planning, implementation, and appreciation of donors.

Ideal Qualifications

- Five years' service in an executive or managerial position (or equivalent experience); familiarity and professional experience in non-profit settings.
- Previous experience and comfort with fundraising, especially individual giving.
- General office computer program skills (Google Suite, Slack, etc.).
- Effective time management and organizational skills.
- Strong relationship-building skills and the ability to engender trust.
- Ability to foster both effective teamwork and shared accountability.
- Strong verbal communication and writing skills, highly organized and detail-oriented.
- Strong project management, prioritization, and decision making skills.
- Ability to work with people of varying backgrounds and experience levels.
- Commitment to fostering anti-racist and trans-inclusive practices throughout the community.
- Passion for Rain City Rock Camp's mission.

Preferred Qualifications

- Experience in program development, program management, or event management.
- Ability to facilitate and model fun, infusing silliness where possible to dismantle societal expectations of perfectionism.
- Experience leading or supporting youth development and youth empowerment.
- A love of music and creative expression as tools for social change.
- Musical skill and/or the ability to speak to the experience of performance and expression.
- Shared understanding of the roots of American music and its much appropriated origins.
- Ability to ask for, offer, and respond to productive feedback and curiosity to address and examine conflict.
- Creative thinker able to develop non-traditional solutions.

Other important information about this position

- This position is a full-time position that requires the flexibility to work evenings and weekends as needs dictate.
- This position requires weekday (Monday - Friday) attendance with some virtual office scheduling flexibility available around core working hours.
- This role requires the following physical capabilities:
 - Ability to communicate clearly and effectively to others in person, over the phone, on a computer
 - Ability to lift 50 pounds and move furnishing required for set up of events.
 - Ability to navigate through our building, including accessing multiple stairways, climbing ladders, and other difficult / atypical areas.

- RCRC will engage in the interactive process to make reasonable accommodations that enable individuals with disabilities to perform essential duties when possible.
- The preceding job description is not intended to describe in detail the multitude of tasks that may be assigned, but rather to provide a general overview of the expectations and responsibilities of this position. As the nature of business demands change, so may the functions of this position. Additional duties and responsibilities may be assigned.

Additional Details and Application Instructions

The salary is \$80,000 / year and includes employer sponsored medical/dental, vision. Life and long-term disability coverage, 10 days of sick leave, 10 days of paid time off, 12 paid holidays, 2 days of volunteer time off, and work flexibility.

To apply, please send a cover letter, summarizing your particular interest, experience, and qualifications, along with your resume, to jobs@raincityrockcamp.org. Applications will be reviewed on a rolling basis. For priority consideration, we encourage you to apply as soon as possible. This position starts around June 1, 2024.

People of color, women, trans people, and gender expansive people are strongly encouraged to apply. RCRC is an Equal Opportunity and queer-friendly employer.

About us

Founded in 2008, Rain City Rock Camp (RCRC) is a transformative community of advocates and activists that helps girls, women, and trans and non-binary youth and adults feel empowered to thrive, using music to inspire creative expression and advance equity. Our annual budget is \$300,000.

Over the last 15 years, Rain City Rock Camp has evolved into a vital Seattle organization, engaging more than 400 women, girls, and gender expansive individuals annually. Year-round programming includes Seattle Summer Rock Camp, South Sound Rocks! (south sound summer rock camp), Adult Rock Camp, Amplified Teen Voices (youth leadership program), and our Advanced Music Program.

The Executive Director will report to the Board and represent the mission and vision of the community at large. They will work with and cultivate our talented and dedicated staff, as well as our vibrant community of campers, board members, partners, and volunteers, each of whom demonstrate our core values:

- **Self-Empowerment** and development of the strengths in each of us
- **Music** as a medium for personal growth and social change
- **Leadership Opportunities** for girls, women (cis and trans), and gender non-conforming individuals
- **Supportive and Inclusive Community** in our work and partnerships
- **Diversity and representation** because we are better together
- **Progressive Approaches** to fighting sexism and societal inequalities
- **Authenticity and Respect** in all spaces