



POSITION TITLE: Executive Director

ORGANIZATION: Communities In Schools of the Blue Mountain Region

EMPLOYMENT STATUS: Exempt, Full-time

LOCATION: Walla Walla, WA

REPORTS TO: CIS of Washington Associate Director

BENEFITS: Medical/Dental/Vision with 100% employee premium paid by the organization; Paid vacation, sick time & holidays; Mileage & Phone Reimbursement; Employer-contributed retirement after 1 year

COMPENSATION: \$75,000 - \$95,000 annual

TRAVEL: Occasional statewide and national travel required

WEBSITE: <https://bluemountainregion.ciswa.org>

ABOUT THE ORGANIZATION

Communities In Schools of the Blue Mountain Region is part of a growing network of national and Washington State affiliates, with a mission to surround students with a community of support, empowering them to stay in school and achieve in life. The CIS Integrated Student Supports model places site coordinators in schools. Working in partnership with school districts, site coordinators develop strategies and community partnerships providing support and resources to students and families through confidential, developmentally appropriate, culturally sensitive interventions, services and supports.

We seek a dynamic and creative leader to direct a sustainable, local independent affiliate office of the CIS Network in the Walla Walla region. This affiliate launched in August 2021 and is currently under the Washington State Office of Communities In Schools (CISWA). CISWA is the fiscal sponsor, therefore is responsible for governance and finances until the Communities In Schools of the Blue Mountain Region has attained its own 501C3 status and is in compliance with CIS National. This is a significant undertaking and why the state office works closely with the developing affiliate's Executive Director to support efforts to build a strong Board of Directors for organizational governance and securing funding through community investments to sustain and expand operations.

SCOPE OF POSITION

The Executive Director is responsible for leading organizational development to sustain and grow our program across the Walla Walla region, including community engagement, partnership building, board development, resource development, and service delivery oversight in accordance with the CIS model of Integrated Student Supports. The Executive Director builds and maintains essential school partnerships for success and oversees the organization's staff, operations, and programs. While the affiliate continues to develop, this position will be supported by the CIS of Washington State office to help ensure long-term viability.

ESSENTIAL JOB FUNCTIONS

Agency Capacity Building

Develops and maintains a smoothly running internal administrative system capable of responding to external needs with accuracy and speed. As resources allow, expands staffing capacity for the agency and at school sites to achieve established goals through recruitment, training, supervision, and evaluation of a diverse staff. In partnership with the state office, oversees affiliate budget, develops annual operations plan, and oversees school site plan development.

Community Participation and Leadership

Presents the CIS mission, vision, and initiatives within the community; serves as liaison to business, education, and human service organizations; provides leadership in the field of dropout prevention; participates in other community organizations or activities; encourages community interest in the Walla Walla Valley and assists in the recruitment of volunteers and local partnership opportunities. Represents the agency at meetings, conferences, presentations, and media events as appropriate.

Board Development



Works with local community leaders to identify and develop the Board of Directors and ensure all required IRS and Washington State corporation paperwork is filed to create the local independent corporation within an established timeline. Once established, serves as the primary staff advisor to the Board of Directors relating to all agency matters, provides information to allow them to fulfill their policy-making responsibilities, helps establish strategic goals, and works with the Board to ensure a strong understanding and implementation of the CIS mission.

Communications

Works with CISWA to maintain regional website and social media platforms. Adheres to CIS National branding standards. Develops an annual communications plan and executes through effective and ethical storytelling to build brand awareness across the community. Develops an Annual Report for distribution to district and community partners.

Resource Development

Works with the CIS of Washington State Office to develop and implement a resource development plan to ensure sufficient funding and resources. Once independent, works with the Board of Directors to continue to develop and implement the agency's multi-year resource development plan to guide staff and Board efforts. Develops, manages, supports, and executes fundraising activities to support agency operations and programs to ensure sustainability and support expansion. Identifies prospects and prepares grant proposals and reports to funders.

Financial Management

Oversees the financial management system to ensure effective fiscal management. Prepares an annual budget for review and approval by the Board of Directors. Continuously monitors expenses and revenues compared to budget; provides regular reports to the Board of Directors; and ensures the completion of an annual independent financial review or audit. Supports the Board Treasurer in communicating to the Board of Directors.

Service Delivery and Program Management

Oversees program management staff in implementation of CIS model of Integrated Student Supports in local school districts with support from the state office. Supports Program Manager(s) in their hiring and supervision of all site staff. Supervises program evaluation to provide ongoing assessment of program effectiveness; reviews periodic progress reports and an annual report assessing the program's progress in meeting its objectives. Ensures completion of required reports to CIS state and national organizations and funders. Attends CIS state and national meetings and trainings as appropriate.

School District Relationships

Maintains strong relationships with building leadership to support CIS service delivery at participating schools. Develops and maintains linkages with school district leadership to ensure a cooperative partnership with school districts currently implementing CIS initiatives and those interested in expansion. Develops strategic relationships to ensure that growth is sustainable and high quality in school districts across the region.

EXPERIENCE AND QUALIFICATIONS

- Commitment to promoting diversity and inclusion for ALL students and families regardless of race, color, national origin, gender/sexual orientation, religion, or disability.
- Relevant experience, learned through work experience and/or formal education. For example, Bachelor's Degree in public administration, social services or related field; OR high school diploma and 5 years leadership experience within a nonprofit; OR 10+ years leadership experience within a nonprofit.
- Minimum of three years supervision experience with direct reports; providing ongoing oversight, training and support.
- Proven experience with successful development of resources, fundraising, and external partnerships.
- Program management or direct service experience working with underserved and underrepresented populations; awareness of and sensitivity to the diverse needs of youth and families served.
- Strong people and communications skills, including:
 - Comfortable making community presentations and connecting with folks in large and small group settings;



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- Able to organize and clearly articulate thoughts in writing. Experience with grant writing, reporting and creation of marketing materials is a plus.
- Able to provide clear direction and consistent supervision and support to staff.
- Strong organizational and time management skills, including:
 - Able to maintain multiple priorities in a complex/changing environment;
 - Able to address urgent situations while maintaining focus on important goals of the organization.
- Strong planning skills, including:
 - Able to be innovative, creative, flexible, and persistent;
 - Able to develop plans with clear strategies and objectives and follow through to achieve goals;
 - Comfortable working with numbers; experience creating and maintaining budget and basic program evaluations.
- Culturally represents the students and communities served across the Walla Walla community.
- Ability to communicate (speak/read/write) in Spanish preferred.
- Well-connected in local education, social service and/or business community.
- Working knowledge of Microsoft Office programs; comfortable with technology and web-based tools (including video conferencing) and capacity to learn additional software applications.

Other Requirements

- Access to reliable transportation and ability to travel in the Walla Walla area, statewide, and nationally.
- Ability to work evenings and weekends on occasion.
- Must pass a criminal background check.

BENEFITS

- Medical/Dental/Vision (100% of employee premiums paid by the company)
- Company-paid Life and AD&D coverage
- 15 days paid vacation
- 14 paid holidays
- Sick time
- 403b Retirement account with employer contributions after 1 year
- Cell phone and mileage reimbursement

TO APPLY

Please submit your application, resume, and cover letter on [Formstack](#). Applications received before May 31, 2024 will receive priority consideration.

HIRING PRACTICES

At Communities in Schools of the Blue Mountain Region, we are dedicated to building a diverse and inclusive workforce that reflects the communities we serve. Don't meet every single qualification? Studies have shown that women, Black, Indigenous and people of color (BIPOC) are less likely to apply to jobs unless they meet every single qualification. If you think you are a good fit for this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. You may have lived experience or natural abilities (versus learned experience) that would be just the right fit for this or other roles.

Equal Opportunity Employer: CISWA is an equal opportunity employer. We recruit, employ, train, compensate and promote regardless of age, creed, gender, religion, marital status, veteran's status, national origin, disability, or sexual orientation. We know our organization is successful due to the hard work and dedication of our passionate employees. CISWA's dedication to promoting diversity, multiculturalism and inclusion is clearly reflected across our organization. Diversity is more than a commitment; it is the foundation of what we do.