



ASSOCIATE EXECUTIVE DIRECTOR FOR PROGRAMS JOB OPPORTUNITY

Posting Date: July 1, 2024

Applications received by July 26, 2024 at 5pm Pacific time will be given full consideration, but candidates will be considered as they apply. **Early applications are strongly encouraged!** Our ideal start date is August 15th, although we are prepared for a September 1st start date if needed.

Companis is seeking an enthusiastic people connector, someone who finds joy in building relationships and has a deep belief in the power of community and volunteerism. This is a unique period of growth for the Companis team and the nonprofit and volunteer partners we serve, as we celebrate our 30th anniversary and wholeheartedly rededicate ourselves to centering in-person connections and activities where we can.

We have a staff of 4 (3 FT, 1 PT), and the Associate Executive Director (AED) for Programs is a critical leadership role who directs our programming and serves as a thought partner and right-hand to the Executive Director. The successful candidate will be an experienced nonprofit leader who prioritizes people and sees relationships as opportunities for mentoring, encouraging, coaching, listening, and caring for our people as well as our neighbors. **This person will know how to bring people together, through both facilitation and collaboration, as well as have a firm grasp on nonprofit leadership skills in budgeting and program impact reporting.** The AED will be a key partner to the Executive Director, serving as a community-facing spokesperson, advancing our goals regarding equity, inclusion, and diversity, and providing strategic thought partnership.

Who We Are: About Companis

Our Mission: Companis makes our community healthier, safer, and more just by fostering skilled volunteer service.

We match volunteer professionals with nonprofits to bridge the gap in delivering vital services in King and Snohomish counties.

Our Vision: Every nonprofit has the person-power it needs to serve and succeed, and every person moved to serve their neighbors has the opportunity to do so in a way that facilitates personal and professional growth, relationships, a sense of purpose and community.

Our vision is a world where compassion meets action.

Our Values:

Compassion
Service
Inclusion
Relationships
Reflection



Our Commitment to DEI & Anti-Racism

We believe that racism affects the conditions of our work - with our community, with our agencies, with our volunteers, and within our organization.

Inherent in its creation, history, and present strategic plan, is the intention of Companis to support and promote diversity, work for equity, and to model inclusiveness – to counteract the effects of oppression. We are committed to fighting racism because we recognize the pervasive and deep disparities faced by people of color. We act on the knowledge that challenging interpersonal, institutional, and structural racism is essential if we are to make our community healthier, safer, and more just.

Please read our full [Statement on Diversity, Equity, and Inclusion](#) as well as our [Organizational “Why” Statement](#) to learn more about how our commitment to anti-racism guides our work.



The Opportunity

“Where compassion meets action.” Companis’ programs are built on interpersonal connection. The Associate Executive Director for Programs position is an opportunity to build on our 30-year legacy. Engage your leadership skills with this inspiring mission and small team, helping steward strategic aims and goals, support incredible volunteers in long-term placements, and introduce our work to new communities in our service area.

This role serves as our lead matchmaker between volunteers and nonprofits.

Key Priorities & Primary Responsibilities Include:

Leadership & Strategy

- Collaborates with and supports the ED and Board of Directors in setting organizational strategy and monitoring outcomes of our efforts
- Encourages cross-functional collaboration and acts as a thought leader on the team
- Manages, supervises, and supports the work of Companis staff in all aspects of our work
- Actively participates in agency-wide efforts to center our work in racial equity, antiracism, and multi-cultural inclusion
- Acts as a spokesperson and advocate for Companis at fundraising and large community events, and is comfortable in talking about the Companis mission and our place in addressing social justice needs facing our greater community

Program Operations & Relationship Building

- Develops, executes, and evaluates program goals and strategies that support our strategic plan
- Grows and stewards relationships with Companis nonprofit agency partners and works with the Companis team to recruit potential agency partners
- Liaisons, screens, and places Companis Workers with agency partners requesting assistance, including agency site visits and in-person volunteer applicant meetings in the office and in our service area
- Builds supportive relationships with volunteers, including regular check-in meetings
- Plans and facilitates Worker Support retreats and events
- Evaluates programs and generates reports (quarterly and annual) of accomplishments, effectiveness, and outcomes, through data tracking and surveys

Storytelling & Communications

- Listen for stories of impact and the power of relationships throughout all our activities
- Translate the impact and accomplishments of Companis Workers and partner agencies for both internal and external audiences
- Help shape how we communicate our message, accomplishments, goals, and programs to the community at large

In addition, the Associate Executive Director is part of the Companis team. Our team members:

- Assist program staff with various projects including surveys, uploading applications to the website, and designing development-related documents.
- Participate in building a culture of inclusion and anti-racism, including professional development opportunities and work groups.

Ideal Candidate

We are looking for someone who is **passionate about building relationships, and who believes we can make our communities healthier, safer, and more just by fostering skilled volunteer service.** As a values-driven organization, we also seek someone who shares the values that are central to our identity: Compassion, service, inclusion, relationships, and reflection.

You will find the Associate Executive Director role to be an excellent opportunity if you are a leader with **at least 4 years experience in social-services related programming, volunteer management, or similar who understands and is energized by the unique opportunities of leadership in a small organization.**

You might fit one of these profiles...

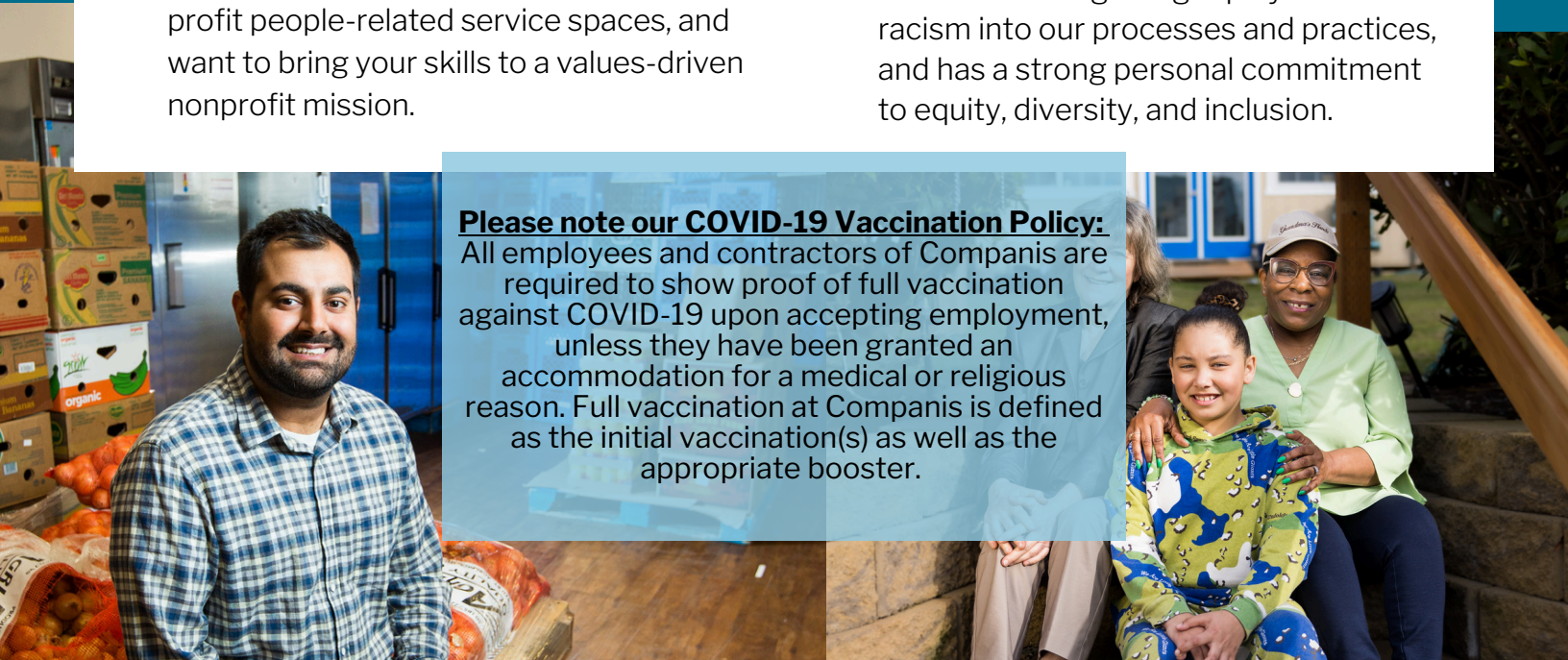
- You're an accomplished nonprofit program professional in social services, healthcare, food insecurity, or other basic needs-related missions; OR
- You've been a nonprofit executive, deputy director, or similar in the past, with at least 3 staff and a growing budget; OR
- You have extensive experience in for-profit people-related service spaces, and want to bring your skills to a values-driven nonprofit mission.

You are also:

- An exceptional relationship builder with high emotional intelligence who believes that a rising tide lifts all boats.
- A strategist who can see the big picture, and understands how to build and implement plans that get us to our goals, together.
- A highly skilled communicator who can foster trust and inspire people to take action.
- Equally comfortable making a phone call or initiating an in-person engagement as you are sending an email, and prioritizes customizing your approach to each volunteer or agency based on what we know about their preferences.
- Someone who excels at and enjoys storytelling - because this role requires a lot of it!
- A reporting and data aficionado who understands how to create and maintain program tracking systems so we can tell the story of what we do. (We use Excel, Google Workspace, and Little Green Light currently.)
- Invested in integrating equity and anti-racism into our processes and practices, and has a strong personal commitment to equity, diversity, and inclusion.

Please note our COVID-19 Vaccination Policy:

All employees and contractors of Companis are required to show proof of full vaccination against COVID-19 upon accepting employment, unless they have been granted an accommodation for a medical or religious reason. Full vaccination at Companis is defined as the initial vaccination(s) as well as the appropriate booster.





Compensation & Benefits

The Associate Executive Director for Programs is a full-time (40 hours/week) exempt position. This role requires some evenings/weekends, and some travel between King and Snohomish counties for special events and donor meetings. For this reason, reliable access to a vehicle is required and travel is reimbursed.

The salary for this position is \$100,000.

Companis offers benefits, a compelling mission, and dedicated, passionate coworkers.

Benefits include:

- 100% employer-paid health and dental benefits
- A 3% matching retirement plan after one year
- 15 paid holidays; 15 vacation days; paid sick leave

Our team is predominantly in Companis' Seattle office located in the First Hill neighborhood, and occasionally at our Snohomish County office in Everett, with hybrid flexibility. **While there is some opportunity to work from virtually home, we are seeking someone who truly enjoys being in-person with our team and/or our community members a majority of the time.**

How to Apply

Please email the following materials to careers@companis.org with the subject line "Associate Executive Director":

- Your resume
- Your favorite examples of past work
- Three references
- A brief response to these two questions (in lieu of a cover letter):
 - a. What do you like about volunteer-driven programs?
 - b. What makes you a great fit for leading programs at Companis?

Through your past work examples, we are hoping to see both your writing skills, as well as your overall style/approach to some of the key skills we've outlined. Examples might look like:

- An outline of a relationship-building event, retreat, or training you developed and facilitated, and any graphics/visuals/collateral you created to support it
- An example of a program impact report, annual report, or similar you have created
- An outreach presentation you have created and delivered
- Any endorsements or recommendations from a supervisor or someone you managed (that you already have on hand)

Applications received by Friday, July 26th at 5pm Pacific time will be given full consideration, but candidates will be considered as they apply. If you have any questions or need accommodation to apply, please email careers@companis.org.

Early applications are strongly encouraged!

All applications will be acknowledged via an email receipt. Phone interviews and initial Zoom interviews will take place in July, with face-to-face interviews happening in August. A final hiring decision is expected by August 20th.

Commitment to Equity

Companis is committed to advancing equity and increasing inclusion within our organization. We strongly encourage applications from people of color and other underrepresented identities (including but not limited to: gender identity, class, socioeconomic status, sexual orientation, age, and ability).

Companis is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender identity, sexual orientation, age, religion, marital status, military status, or any other characteristic protected by law. We actively promote mutual respect, acceptance, teamwork and community. We believe that diverse backgrounds and identities strengthen our work and create vibrant communities. We are working diligently in 2023 and beyond to actively center our work in racial equity and antiracism.

In accordance with the Americans with Disabilities Act, upon request, reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of our positions.



The Process

We like to tell people a bit about the process so you know what to expect in terms of your time commitment.

Our ideal start date is August 15th, although we are prepared for a September 1st start date if needed. Our rough timeline for this hiring process is as follows:

- Applications accepted: July 1 - July 26
- Phone screenings for selected candidates: Rolling, July 10 - 30
- Staff panel interview (via Zoom): July 29 - August 2
- Final panel interview (in person at the Seattle office): August 6 - 9
- Candidate selection and reference checks: August 12 - 14
- Final hiring decision: August 20

Interview questions will be provided to candidates in advance as they move forward in the process. This interview process will be supported by Flux AF Consulting.

We look forward to getting to know you!