

ICICLE FUND

ARTS, HISTORY & ENVIRONMENT

Title: Executive Director

Location: Leavenworth, WA

Salary: \$110,000 - \$130,000

Status: Full-time, salaried, exempt

Reports to: Board of Directors

WHO WE ARE

Established in 1998 by philanthropist Harriet Bullitt, Icicle Fund is a 501(c)(3) supporting organization located in the foothills of the Cascade Mountains, a few minutes outside of Leavenworth, WA. Our mission is to support the arts, history, and environment through collaboration, and our area of impact is the four counties of North Central Washington - Chelan, Douglas, Grant, and Okanogan.

Initially focused on six partner organizations, Icicle Fund connects and supports the work being done in North Central Washington by nonprofits working in conservation (Chelan-Douglas Land Trust, The Nature Conservancy, Trust for Public Land), nature-based and cultural education (Wenatchee River Institute), and the arts (Methow Arts Alliance, Icicle Creek Center for the Arts). These six partner organizations share equal responsibility in the Icicle Fund Board of Directors and, along with four community representatives, shape the direction and strategy of the organization.

Icicle Fund is also a dynamic partner in the regional nonprofit sector, with a strong history of grantmaking, providing educational and development opportunities, and creating strategic partnerships aimed at strengthening local nonprofits working in the fields of art, history, and environment (or conservation). Since 1998 Icicle Fund has invested over \$45 million in over 100 nonprofits in North Central Washington.

Operating from a position of profound gratitude and deep connection to the land and communities we serve, our vision is that North Central Washington continues to grow as a region where nature, the arts, and the area's natural and human history inspire appreciation, understanding, and stewardship of this special place.

More information on: [Icicle Fund](#)

THE OPPORTUNITY

Icicle Fund is at an exciting moment of transition, with opportunities for growth and increased impact, and is seeking an ambitious, proactive, community-minded nonprofit professional with a track record of innovation and collaboration to lead the organization as its next Executive Director. The new leader will manage the organization and its assets to provide support for the non-profit community into the future.

The Executive Director leads all programming initiatives for the organization, working with staff, volunteers, and community partners to deliver a robust external grants program and nonprofit education and development opportunities. The Executive Director also works closely with the Board of Directors and the six partner organizations, executing internal grant programs and other initiatives that support their individual and collaborative work

[Chelan-Douglas Land Trust](#) | [Icicle Creek Center for the Arts](#) | [Methow Arts Alliance](#) | [The Nature Conservancy](#) | [Trust for Public Land](#) | [Wenatchee River Institute](#)

In addition to existing programs, the Executive Director will work closely with the Board of Directors to develop and implement new initiatives that activate and optimize the full range of Icicle Fund assets. This includes the Sleeping Lady Mountain Resort (“SLMR”), a for-profit subsidiary owned entirely by Icicle Fund, as well as the 60 acre campus that houses both SLMR and one of the partner organizations, Icicle Creek Center for the Arts (“ICCA”).

This dynamic asset mix holds incredible potential for programming and philanthropic initiatives that continue the visionary work of the founder, Harriet Bullitt, while growing and evolving the transformative impact Icicle Fund delivers across the sectors of art, history, and environment.

More information on: [Sleeping Lady Mountain Resort](#)

JOB DUTIES

Organizational Leadership & Fiscal Oversight

- Lead all administrative and financial processes including budget creation, quarterly and annual reporting, and human resources compliance and documentation.
- Support the Board of Directors in strategic planning and visioning work.
- Develop annual goals and objectives for the organization.
- Support and supervise staff and volunteers to ensure high impact and alignment with Icicle Fund mission, values, and strategic priorities across all initiatives.
- Incorporate Diversity, Equity, Inclusion and Accessibility strategies and values into operational structures and programming practices.

- Steward and model a culture of empathy, collaboration, communication, accountability, transparency, generosity, and joy.

Board Development & Engagement

- Work with the Board President & Executive Committee to recruit, onboard, and support both partner organization representatives and external Board members.
- Plan, implement, and support a quarterly full-Board cadence, with several active committees overseeing both internal operations and external programs.
- Provide the Board with updates, information, and tools necessary to govern the organization and make informed decisions.
- Create a culture of efficient engagement that maximizes Board time and investment.

Program Delivery & Operational Excellence

- Facilitate Board funding decisions, through both internal and external grant programs and processes.
- Lead external grant and funding initiatives (currently the Community Grants Program) with the highest levels of integrity, transparency, and alignment with Icicle Fund priorities.
- Actively research funding trends and the adoption of best practices in all programming areas, particularly philanthropy and grant-making.
- Work closely with the Board to develop, iterate, and ecocycle new and existing programs.

Staff & Volunteer Management

- Recruit, cultivate, and manage staff and volunteers to fulfill the programming and operational needs of the organization.
- Manage and cultivate Icicle Fund staff while developing a culture that is generous, kind, and efficient.
- Recruit and manage volunteer committee members, as needed, for program-specific initiatives.

Property & Asset Management

- Oversee property management for the full campus, including the property utilized by both SLMR and ICCA.
- Collaborate with the Icicle Fund and SLMR Boards to provide operational oversight and support for the Sleeping Lady business.
- Work closely with the Board to develop, iterate, and ecocycle new initiatives to maximize both the income and public benefit of the joint campus.

Public Presence & Community Partnerships

- Serve as advocate and representative of the Icicle Fund Board and organization to the greater North Central Washington community.
- Lead all external communication and branding efforts.
- Collaborate with community and funding partners to deliver increased impact and value for the region's nonprofit sector.

- Develop relationships with nonprofits working in the arts, history, and environment, both as a regional funder and advocate for their work.
- Develop new and existing relationships with individuals, organizations, and governmental agencies based in or representing the Hispanic / Latinx and Indigenous / Tribal communities.

REQUIRED QUALIFICATIONS INCLUDE

- A passion for the positive impact Icycle Fund can make in North Central Washington in the areas of art, history, and environment.
- A demonstrated history of leadership, innovation, and collaboration.
- A proven track record of engaging and effective internal and external communication.
- A demonstrated history leading strategic planning and implementation.
- A “startup” mentality that iterates often, pivots quickly, and is always learning.
- A proactive and self-directed working style that excels with minimal oversight and in collaboration with others.
- Cultural competency, and a commitment to inclusive and anti-racist practices.
- Demonstrated integrity and the ability to exercise confidentiality and sound judgment.
- Willingness to give and receive constructive feedback.
- Comfortable with MS Office and other general office and productivity software.

These qualifications are often found in individuals who have 7-10 years of relevant experience in addition to undergraduate or graduate training in Nonprofit Administration, Business, Communications, or a similar field.

DESIRED QUALIFICATIONS INCLUDE

- A proven track record of leadership in a mid-sized, community-oriented nonprofit.
- A demonstrated history of successful financial and facilities management in a complex environment with multiple stakeholders.
- Experience with developing accessible initiatives and best practices in the philanthropic sector, including the adoption of “trust-based” funding practices. Experience calibrating programs for measurable outcomes and iterating processes to maximize impact.
- A demonstrated history incorporating DEIA principles into operational structures and programming practices (diversity, equity, inclusion, access).
- Experience in property management, including lease negotiations and working with contractors for maintenance and capital improvements.

- Experience in or appreciation of the hospitality industry, particularly food/beverage, lodging, and retreat planning and coordination.
- Spanish-speaking a plus.

These qualifications are indicative of the types of candidates we are seeking for the role. However, we realize that a wonderful candidate may bring a wealth of experience that is not described in this list, and we encourage people with a passion for the work and who believe they can accomplish the job duties to apply, regardless of if they have the listed qualifications.

COMPENSATION

The salary range for this role is \$110,000 - \$130,000 at 1.0FTE (40 hours a week), DOE.

Benefits include a monthly Health Insurance Stipend, a SIMPLE IRA with up to 3% employer match, modest life and LTD insurance, a generous paid time off package, flexible WFH options, and paid ongoing educational opportunities.

TO APPLY

Please send your resume and a cover letter sharing why you are interested in this role to career@iciclefund.org. Please no phone calls.

Applications are accepted on a rolling basis, with priority consideration given to candidates who apply by August 15. We look forward to a successful candidate starting in early autumn of 2024.

Icicle Fund is committed to an anti-racist practice rooted in equity, diversity, inclusion, and accessibility. We are proud to be an equal opportunity employer. BIPOC individuals (Black, Indigenous, and People of Color), women, gender nonconforming folx, and people with disabilities are encouraged to apply.