



## **CO-EXECUTIVE DIRECTOR OF PROGRAMS & COMMUNITY JOB DESCRIPTION**

### **ABOUT BECK'S PLACE:**

**Mission:** A community, building community, for people and pets

### **Objectives:**

- Keep families together, inclusive of pets
- Simplify access to and engagement in human services
- Reduce animal surrenders to shelters
- Improve animal health and welfare

**Commitment to Equity:** Beck's Place values every human being. We are committed to building a diverse organization with equitable access where all people want to work, volunteer, and receive services. All applicants receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

### **CO-EXECUTIVE DIRECTOR OF PROGRAMS & COMMUNITY POSITION SUMMARY:**

Beck's Place has a shared leadership structure. The Co-Executive Director of Programs & Community co-leads the organization with the Co-Executive Director of Operations. Together the directors shape, inspire, and manage Beck's Place present and future. Both directors collaboratively make decisions and recommendations as to the overall strategic direction, operations, and development of the organization. Aligned with this collaborative approach, the Co-EDs share fundraising responsibilities.

The Co-ED of Programs & Community has primary focus and responsibilities for programs, community relations, and volunteers.

**FTE:** Part-Time | .63 FTE

**Location:** Snohomish County, Washington | Home Office

**Reports to:** Board of Directors

**Salary:** \$41,000

## **QUALIFICATIONS & SKILLS**

To build an equitable organization, Beck's Place recognizes that proficiency may be acquired from both education and experience. Each applicant will be evaluated on their proficiency irrespective of their educational attainment.

### **Shared Qualifications & Skills:**

- 7+ years of senior management experience, preferably with a nonprofit
- Knowledge of leadership and management principles related to nonprofits
- Proven success working with a board of directors
- Demonstrated public relations, marketing, and fundraising experience that will ensure adequate financial resources and fiscal strength to support Beck's Place mission, programs, and operations
- Management capability for strategic planning and overall operations
- Ability to work in a shared leadership structure with demonstrated collaboration, trust, and conflict resolution skills
- Demonstrate empathy and understanding toward others and the issues impacting Beck's Place clients (e.g., poverty, homelessness, domestic violence, substance abuse, mental health)
- Demonstrated leadership ability, including staff development, culture development, and strong decision-making skills
- Demonstrated commitment to equity and willingness to learn, model, and integrate diversity, equity, inclusion, and anti-racism

### **Co-Executive Director of Operations Qualifications & Skills:**

- Proven relationship builder and networker who can catalyze participation and investment from a wide array of funding partners and volunteers
- Strong written and oral communication skills with the ability to speak one-on-one or to a large group
- Volunteer management experience, preferred
- Experience in program development, design, and implementation

## **RESPONSIBILITIES**

### **Board Governance & Collaboration**

Shared Responsibilities with Co-Executive Director of Operations:

- Co-lead Beck's Place in a manner that supports and guides the organization's mission as defined by the Board of Directors
- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to function properly and make informed decisions
- Report to and work closely with the Board to seek their involvement in policy decisions, fundraising, and to increase the overall visibility of the organization
- Collaborate with the board on strategic planning and implementation
- Oversee Board and committee meetings

### **Mission & Strategy**

Shared Responsibilities with Co-Executive Director of Operations:

- Responsible for strategic planning to ensure that Beck's Place can be successful in its mission looking forward

- Build relationships and partnerships that advance Beck's Place mission by being active and visible in the community and by working closely with other professional, civic, and private organizations
- Provide back-up coverage of the other Co-Executive Director in an absence or emergency

### **Financial Management**

Shared Responsibilities with Co-Executive Director of Operations

- Responsible for the fiscal integrity of Beck's Place

### **Development & Fundraising**

Shared Responsibilities with Co-Executive Director of Operations:

- Shared responsibility for development, fundraising, and other revenues necessary to support Beck's Place mission (e.g. major giving, small donors, grants, business sponsorships, events)

Responsibilities of Co-Director of Programs & Community:

- Focus area: Community organizations & local business sponsors

### **Marketing**

Responsibilities of Co-Director of Programs & Community:

- Provide written content for branded emails, social media posts, marketing materials and website.

### **Programs**

Responsibilities of Co-Director of Programs & Community:

- Responsible for development, implementation, and effective administration of Beck's Place programs
- Supervise and manage Program Managers
- Develop and maintain partnerships with program related animal and human service organizations
- Establish program policies and procedures
- Develop and evaluate objective program performance measures
- Develop and maintain volunteer program
- Provide monthly program report to the board which accurately reflect program data and performance
- Responsible for signing all program-related notes, agreements, made and entered into on behalf of the organization within approved limits set by the Board of Directors

### **Community**

Shared Responsibilities with Co-Executive Director of Operations:

- Develop relationships with community members and organizations
- Represent Beck's Place in relevant community meetings and committees

Responsibilities of Co-Director of Programs & Community:

- Research and participate in local community events (e.g., Monroe PRIDE, National Night Out)
- Act as the primary representative and spokesperson for Beck's Place

### **Other**

- Provide coverage and back-up for Co-Executive Director Programs of Operations, as needed