



## **BASIC INFORMATION**

**Job Title:** Managing Director of Strategic Investments

**Salary:** \$120,000

**Status:** Full time, Exempt

**Supervisor:** Founding Director

**Location:** Seattle, Washington

**Deadline:** 03/30/2022

## **ORGANIZATIONAL OVERVIEW**

### **WHO WE ARE**

We Are In (WAI) is a strategic initiative recently formed by a coalition of civic leaders representing housing and homelessness advocacy organizations, people with lived experience of homelessness, and philanthropic and business organizations. The focus of WAI is to bring together diverse external stakeholders to closely partner with government on advancing solutions to homelessness in King County that are racially equitable, community-driven and data-informed. Our goal is to reduce and ultimately end:

- the number of people experiencing homelessness in Seattle and King County
- racial disproportionality in who is impacted by homelessness; and
- fragmentation in our community's response to homelessness

### **COMMITMENT TO EQUITY**

Black, Indigenous, and people of color disproportionately experience homelessness due to historical and systemic racism. We cannot address homelessness without addressing racism at its roots and the trauma it continues to perpetuate. We set universal goals to end homelessness and pursue targeted solutions to achieve these goals. Our racial equity work does not stop there. We are committed to building an internal culture that challenges racism within our organization.

Individuals identifying as Black, Indigenous, people of color, having lived experience with homelessness, and/or LGBTQ are strongly encouraged to apply. Further, in our effort to conduct an inclusive search for qualified candidates, this position does not require an advanced degree. Educational attainment will be considered along with other experience.

## **KEY RESPONSIBILITIES**

**As the Strategic Investments Director, you will...**

*General expectations*

- Ground your work in racial equity and social justice- this means, using an anti-oppression/anti-racist lens to all facets of fundraising, content creation, and engagement
- Acquire and maintain a detailed knowledge of We Are In's policies, principles, and strategies, and keep up-to-date with relevant developments

*Strategic Investments work group*

- Lead and staff Strategic Investments Work Group to develop and support grant making strategy and grant recommendations, other written materials, and verbal presentations for the Founding Director and Board of Directors to make informed decisions
- Facilitate regular (approximately monthly) meetings of the Strategic Investments Work Group and Workgroup Co-Advisors to develop the agenda and materials

#### *Grant portfolio development & management*

- Manage grantmaking process (e.g. RFPs, etc.), program budget, grants portfolio, grantee relationships, grant progress and expenditures, and review grantee status reports
- Maintain frequent communications with program partners and prospective grantees to assist nonprofit organizations in their interactions with We Are In in order to maximize their understanding of the focus areas, the grantmaking process (including providing technical assistance if needed)
- Build and maintain relationships with community-partners, organization leaders, and other key external role-players within the homelessness sector
- Collaborate with Network Development Director to support future grant applications and grant reporting as needed
- Create opportunities for cross-learning and collaboration among grantees to support sectoral relationship building and system-wide improvement
- When appropriate, provide coaching and technical assistance to grant recipients to support growth and outcome achievement
- Identify and develop relationships with potential new grant recipients
- Ensure that program funding aligns with We Are In's values, mission, and vision

#### *We Are In strategy and implementation*

- Work closely with the King County Regional Homelessness Authority to ensure strategic alignment
- Attend relevant meetings with community-based organizations, other funders, government agencies and partners
- Conduct program reviews and work alongside the Data & Impact Director to prepare reports for We Are In leadership and Board of Directors, capturing stories of impact and lessons learned
- Collaborate with the Communications team on developing effective communication and storytelling on behalf of WAI and its core strategies and values

## **QUALIFICATIONS AND EXPERIENCES**

### **Anti-racism**

- Proven experience centering and giving power to the voices of people and groups often underserved and underrepresented, namely people with lived experience in homelessness
- Be personally committed to racial equity, anti-racism, and personal growth
- Have direct experience working with historically marginalized communities
- Demonstrated experience in developing programming, communications, and engagement plans for systems change and racial and economic justice

### **Project & grantee management**

- 5-10 years of experience in a field requiring skills similar to those above
  - Experience in philanthropy and / or grant management is preferred, but not required
- Outstanding written and oral communication skills
- Demonstrated experience in grantmaking process and managing a diverse portfolio of grantees
- Experience building strong relationships with grantees and other community partners; interact respectfully with people of diverse backgrounds, perspectives, and cultures
- High degree of initiative to perform a variety of grantmaking activities

### **Facilitation**

- Experience in developing meeting agendas in partnership with diverse stakeholder groups as part of a collect action approach
- Experience facilitating engaging and participatory convenings with representatives from diverse stakeholder groups
- Experience in driving consensus with diverse stakeholders using a "servant leadership" approach
- Skilled active listener and ability to ask questions in order to break down a problem into manageable pieces and draw out input from participants to evaluate a problem/topic from multiple perspectives
- Ability to provide direction with a clear end goal and the milestones to be achieved along the way
- Ability to make adjustments on the fly
- Proven experience building group culture, rapport and trust

### **Project management**

- Strong project management and organizational skills
- Demonstrated experience leading multiple projects
- Ability to be self-directed, take ownership, and see projects to completion in a timely manner

### **Sector knowledge**

- Possess an understanding of the complexity of homelessness and housing challenges affecting King County and understands the diverse perspectives of varying stakeholders within the region
- Experience working in sectors such as homelessness, criminal justice, foster care, or other similar sectors where you have formed partnerships with people with lived experience within those systems
  - *Preferred* lived experience of homelessness
  - *Preferred* experience within homelessness sector in King County

### **Culture / work environment**

- Ability to work well within a cross-functional team environment and ability to receive and synthesize feedback from multiple audiences in a collaborative manner
- Experience connecting and building the brand of an organization and it's network
- Proven experience creating opportunities for sharing and learning for Board Members, committees, and community-centered leaders
- Experience working in collective impact environments involving multiple stakeholders and navigating complex bureaucracies
- Experience with bureaucracy and heavily matrixed positions

- Be enthusiastic for our mission and a desire to help us achieve our goals

#### **Technical**

- Well-versed in Microsoft Suite (esp. Outlook, Word, PowerPoint), social media platforms such as LinkedIn, email newsletter platforms (e.g. MailChimp / Constant Contact)

#### **COMPENSATION AND BENEFITS**

This is a full-time salaried position requiring a willingness to work some evenings and weekends and occasional travel. This position can be fully remote (within Washington state) with an in-office option at the Pacific Tower Building, in Seattle's Beacon Hill neighborhood. The expected annual salary is \$120,000. Benefits include excellent health, time off, retirement and other benefits. Medical and dental insurance are offered through Kaiser Permanente.

#### **HOW TO APPLY**

**Apply here: Please Send Cover letter and Resume/ CV to [jobs@buildingchanges.org](mailto:jobs@buildingchanges.org)**