



Executive Director Job Description

Position Summary

Reporting to the Board of Directors, the Executive Director ensures that the association develops and implements mission-driven, anti-racist programs and services to support the infant and early childhood (IECMH) workforce in Washington State. They are responsible for the overall management of the association, supervising staff, partnering with the Board of Directors, leveraging community relationships and partnerships, and overseeing the financial health of the organization.

Leadership, Strategy and Culture

- Provide inspirational, innovative, and visionary leadership, guiding the strategic direction for WA-AIMH to ensure sustainability, racial equity, continued growth and mission impact.
- Demonstrate agile and generative leadership to enable the organization to adapt to external change by building and leveraging new approaches to address emerging challenges.
- Ensure that organizational plans are developed using a racial equity and social justice lens to support the dismantling of white supremacy practices and culture.
- Make changes in systems and practices for staff recruitment, development, retention, and improving organizational culture to operationalize equity.
- Develop and maintain a multi-racial, multi-gender-identity workplace that values different perspectives, fosters respect, practices clear communication, and demonstrates mutual support.
- Create space for choice point conversations about white supremacy culture and institutionalized racism with board, staff, and volunteers to build a more equitable and inclusive organization.

Management

- Provide a supportive and empowering supervision for the staff while fostering cohesion and a culture of belonging, openness, transparency, and collaboration.
- Focus on thoughtful organizational capacity building and development of programs and services, membership, staffing and multiple sources of financial resources for the sustainability of the organization.
- Ensure that the organization's financial and human resources align with the goals of the strategic plan, ongoing stability and social justice. This includes working with the staff and Board of Directors to prepare and implement a comprehensive budget paired with transparent financial reports.
- Provide oversight to ensure that the organization complies with all state and federal requirements and that appropriate accountability and reporting systems are in place.
- In partnership with the Board of Directors, create and execute a comprehensive annual fundraising and grant writing strategy with the goal of consistent year-on-year growth as well as the ongoing engagement of existing donors and cultivation of new ones.

Communication and Relationship Building

- Forge, strengthen and enhance trusting relationships and creative partnerships with key community partners in Washington State, including racially and ethnically diverse communities, funders, government contractors, individual donors, and policymakers.
- Serve as a compelling spokesperson and advocate for WA-AIMH and its mission, building awareness and support for the field across professional disciplines and with stakeholders and the public at large.

- Maintain active participation in statewide and national networks, staying abreast of policy initiatives across the national network of state AIMHs and at the local and federal level.

Board Partnership and Engagement

- Work in partnership with the Board of Directors, engaging Board members at their optimal level in the current and future needs of the organization.
- With the board, ensure best practices in governance, co-build a strong board, and ensure timely and open communication with them.
- Work with the Board Chair to provide the tools and information necessary to ensure board members are prepared for meetings and able to fulfill their planning, oversight, and fiduciary duties.
- Present strategic, innovative solutions to challenges and define the board's role in supporting solutions.

Ideal Qualifications and Competencies

- A passion for and dedication to the health and well-being of young children and their families.
- A strong commitment to advancing racial equity across all levels of the organization, and demonstrated leadership in building organizational cultures of inclusivity, equity, accountability and trust.
- Demonstrated knowledge of associated infant and early childhood mental health fields and the systems of care in Washington State, along with a broad and deep understanding of the professional development, service and advocacy needs for the state's IECMH workforce, especially historically underserved providers.
- Ability to inspire and motivate a diverse community of practitioners and community partners especially Black, Indigenous and other People of Color.
- Proven success scaling and transforming an organization while maintaining its ability to meet current obligations.
- Long-term relationship builder and networker who can catalyze participation and investment from a wide array of community members and partners.
- Minimum 5 years nonprofit management experience at the executive/senior leadership level.
- Excellent written, verbal and presentation communication skills, including the ability to clearly articulate the organizational "big picture" and strategy.
- Experience successfully partnering and working with a board of directors.
- A bachelor's degree, advanced degree preferred, in a related field.
- Integrity and a commitment to professional ethics, values, and fairness.

Compensation and Benefits

This is a virtually based, full-time salaried position from any location within the state of Washington. The work schedule is flexible and requires a willingness to work some evenings and weekends and includes occasional travel within and outside the state. We intentionally and actively seek employees from a variety of backgrounds, including Black, Indigenous, and People of Color (BIPOC) and members of the LGBTQ+IA Two Spirit community, people who are differently abled, immigrants, and veterans.

Annual salary \$100,000 - \$120,000 DOE.

- 10 days sick leave annually starting date of hire.
- 10 vacation days annually; increasing to 15 days after 2 years.
- 10 paid holidays, plus paid week-long break at the end of the calendar year.
- Employer-paid medical benefit for employee, dental and vision plan for employee and dependents.