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## Executive Director position description

This is a remarkable and rare opportunity for a community leader to join an outstanding organization with solid financials, a strong brand and reputation, and a highly seasoned team.

### **BACKGROUND**

Southeast Seattle Education Coalition (SESEC) convenes and resources Communities of color to advocate for an equitable education system.

SESEC is a coalition of community-based organizations, schools, and parents/caregivers working collaboratively to improve education in SE Seattle. We believe in developing a collective voice –one that is inclusive of BIPOC communities and those who are often missing from conversations. Collectively, we advocate for equitable educational policies for our children, families, and the SE Seattle community.

SESEC was founded in 2012, by community leaders in response to a growing concern about low academic achievement, poorly performing schools and increasing parental dissatisfaction with their children's education. SESEC is dedicated to improving educational opportunities for SE Seattle students and leads a community advocacy coalition.

### **POSITION SUMMARY**

Partnering with the Board of Directors, the Executive Director will lead SESEC and its stakeholders to strengthen and expand the mission of working deeply with communities of color to improve education.

The Executive Director will oversee both internal and external parts of the organization while keeping the organization mission aligned. Internal work includes overseeing internal operations and controls, fundraising, human resources, and long-term planning. External tasks include building strong partnerships with policymakers, community partners, and positioning the organization to be a strong partner to grassroots and grassroots community members with the goal of closing achievement and opportunity gaps for students of color.

SESEC's budget is \$1,000,000 plus additional funds for several fiscally sponsored organizations. The SESEC team includes five employees with planned growth on the horizon.

### **PRIMARY RESPONSIBILITIES**

- Align the mission and vision with the organizational operations and program offerings
- Nurture a culture that centers people and families of color in a cross-racial environment
- Understanding and interpreting educational policies to support closing achievement gaps
- Leading SESEC through the next iteration of mission aligned work and building on the success of what has already happened.

- Building relationships and advocating with policymakers and other leaders for policies and practices that close achievement and opportunity gaps.
- Fundraising and cultivating relationships with foundations, government funders, and major donors.
- Cultivate partnerships to support SESEC's mission and vision.

### **SKILLS AND COMPETENCIES**

- Understanding and practicing of racial equity and racial justice.
- Strong work history of non-profit management and leadership.
- Facilitation skills that center people of color.
- Skilled at engaging in and navigating difficult conversations.
- Advocacy understanding and education policy backgrounds.
- Effective at building long-term partnerships.
- Fundraising, especially cultivating relationships with foundations and major donors.
- Manage a small team, with an eye towards growing the team to respond to community needs.
- Ability to work with the media and represent the organization effectively.

### **DESIRED QUALIFICATIONS**

- 7-10 years of management experience.
- Fundraising experience, especially with grants, contracts, and major donors.
- Proven track record of working in K-12 or PK-12 public education or with education-based nonprofits. Early learning or higher education experience a bonus.
- Deep connections to the Southeast Seattle community and communities of color.
- Experience managing a coalition with diverse stakeholders.
- Bilingual applicants are strongly encouraged to apply.

### **COMPENSATION AND HOURS**

Full Time Range: \$112,000 to \$117,000  
 Status: 40 hours per week (1 FTE)  
 FLSA Status: Exempt – periodic nights, weekends, or other flexible hours will be required  
 Benefits: Fully paid medical and dental for employees; generous vacation and sick leave package, holiday schedule.

Role can be hybrid remote/in-person. Employees should live in Seattle or an area adjacent to the city. In person meetings should be expected, including local and periodically national travel. Periodic night and weekend events are required.

Projected Start Date: Anticipated April 2023

### **TO APPLY**

Submit a resume and cover letter (2-page limit). Please include a list of three professional references. Submit the application in one file. Email applications to [recruiting@allfivesinfive.org](mailto:recruiting@allfivesinfive.org). No phone calls. Application will be accepted until a candidate is hired. Applications received by **January 9, 2023**, receive priority screening.