

Position Announcement: Deputy Director, JustLead Washington

JustLead Washington supports equity and justice leaders and organizations throughout Washington State, offering leadership and equity-focused transformative learning opportunities, consulting, and coaching. We are excited to announce the expansion of our team so that we can better meet the growing needs of our community. JustLead seeks a Deputy Director with demonstrated experience in program management, leadership development, and relationship building to help guide our work and increase our impact.

About JustLead Washington

JustLead envisions a world that is just, equitable, and fair, where no individual or community lives outside of the [circle of human concern](#). We see thriving and inclusive communities and a justice system that is open, accessible, and equitable, particularly for those who need it most. JustLead is committed to developing the skills and adaptive leadership ability of advocates and organizations working to eradicate poverty, racism, and oppression. We view leadership as an essential set of practices that anyone can and should engage in to maximize our community's collective power, regardless of position or status. By growing the talents of our partners, we hope to inspire and create capacity for more strategic and unified action toward more just and equitable outcomes for all Washingtonians.

Deputy Director Role & Responsibilities

The Deputy Director will work in close partnership with JustLead's Executive Director, sharing responsibility for managing the affairs of JustLead and actively modeling and promoting JustLead's [vision and values](#), particularly with respect to diversity, equity, and inclusion. As part of a small and nimble team, the Deputy Director will be expected to oversee and engage in a range of program, operational, and strategic activities. The position will primarily focus on program development, delivery, and oversight (roughly 60% of role) but will also offer opportunities for increasing responsibility for day-to-day operational work and relationship and business development.

Program Development & Strategy

1. Work with Executive Director & Board of Directors to identify and implement strategic priorities;
2. Provide leadership in the development, execution, and evaluation of services focused on leadership development, organizational development, and racial equity and the dismantling of other forms of structural oppression, including ensuring that programs are adequately supported by staff, consultants, and volunteers; and
3. Serve either as the primary manager of JustLead's [Leadership Academy](#), leading curriculum development, recruitment efforts, and coaching and support services for Leadership Academy Fellows and Alumni and/or as a lead consultant for JustLead's organizational development and consulting work.



Operational Management

1. With other team members, help create and maintain an organizational culture which attracts, retains, and motivates diverse and high-quality staff, consultants, and volunteers;
2. Supervise staff and independent contractors engaging in leadership and equity-focused training and consulting; and
3. Support the Executive Director in creating and managing financial systems, budgets, invoicing, and contracts.

Relationship/Business Development & Communications

1. Support and steward relationships with current and potential donors;
2. Help develop and implement a communications plan capable of supporting JustLead's programs and goals and growing an actively engaged network of donors, collaborative partners, and program alumni; and
3. With Executive Director, grow and strengthen JustLead's equity & justice leadership role at the local, regional, statewide and national levels.

Desired Experience and Qualifications

The ideal candidate will have a strong, demonstrated commitment to JustLead's organizational values; have experience directing programs and be able to lead and quickly move forward a wide range of tasks and priorities independently; have experience supervising staff and/or consultants and an understanding of how to build and sustain effective teams; and have strong self-awareness and relational and communication skills.

Specifically, a successful candidate *must* possess the following:

- Demonstrated commitment to economic, racial, and social justice and an understanding of the ways in which institutions and systems informed by conscious and unconscious bias harm individuals and communities of color. This includes an awareness of how racism intersects with and compounds harm caused by other forms of oppression based on social identities such as gender, class, age, national origin, immigration status, disability, religion, sexual orientation, etc.;
- Passion for capacity-building work and a deep commitment to developing leadership and organizational capacity to further social justice movement-level work;
- Experience and competency in facilitating adult learning, including experience with curriculum and training design and delivery, group facilitation, and/or organizational change processes;
- Strong verbal and written communication skills, including facility with public speaking;
- Demonstrated ability to develop productive and authentic relationships with current and potential partners, including justice system partners, other capacity-building organizations, and groups rooted in communities of color;
- Experience collaborating with equity and justice-related entities (such as civil legal aid organizations, criminal or juvenile justice agencies, or civil rights organizations);
- At least three years of experience managing or directing programs or projects;
- Strong administrative skills, including the ability to develop and manage multi-faceted programs, projects, and tasks;

- Flexibility and a willingness to carry out the wide-ranging and often rapidly shifting responsibilities of a small and evolving nonprofit;
- Experience conducting coaching, consulting, training, teaching, or other professional development activities that support social justice advocates and/or organizations;
- At least two years of experience supervising staff, consultants, and/or volunteers; and
- Well-developed emotional intelligence and self- and other-awareness.

The ideal candidate will also have:

- Worked with or participated in a cohort-based leadership development program or training housed within a social justice and pro-equity framework, such as JustLead's Leadership Academy or the Rockwood Leadership Institute;
- Direct experience working at a legal organization and/or engaging in legal advocacy; and
- Extensive lived and/or professional experience working within communities of color or other communities who have historically been harmed by structural oppression.

To Apply

To apply, please email a letter of interest, resume, and contact information for three references as Word or PDF documents to the attention of Jennifer Werdell at info@justleadwa.org. If available you may also provide brief examples of related work product you have contributed to, such as presentation materials, blogs, videos, policies, etc.

Applications will be considered on a rolling basis until filled, with priority consideration given to applications received by April 15, 2019. If you need disability, language, or other accommodation in the application process, please contact info@justleadwa.org.

Compensation & Benefits

The position is a new role that will start as soon as possible. The role is designed as full-time (37.5 hours per week) but the successful candidate may request an 80% position (30 hours per week). The salary range is \$64,000 - \$74,000 per year, depending on experience, which will be pro-rated if opting to work at 80% of full-time. The position also offers generous leave benefits and a monthly stipend toward health insurance, transportation, and other expenses. The position will be based in Seattle (at minimum requiring at least 3 days/week in Seattle), with local and some statewide travel required.

JustLead Washington is committed to upholding its policies and values around inclusion, equity, fairness, and belongingness, which includes an environment free from barriers and discriminatory practices for its clients, partners, board, and staff. JustLead encourages submissions from applicants who are diverse in work and educational background, experience, race, national origin, gender identity, religious preference, sexual orientation, ability, and other identity factors. We particularly encourage applications from those who have lived experience within communities most harmed by structural oppression.

For more information, please contact JustLead at info@justleadwa.org or visit our website, www.justleadwa.org, or Facebook page, www.facebook.com/justleadwa.