

## Position Announcement: Managing Director

JustLead Washington seeks a talented and experienced manager to take leadership responsibility for advancing our organization's day-to-day operations and growth, consistent with and accountable to our stated vision, values, and organizational purpose.

### **Who We Are**

JustLead envisions a world where no one lives outside of the [circle of human concern](#). We see thriving and inclusive communities, a transformed law and justice system that no longer harms Black, Indigenous, and communities of color and instead helps create a world that is just and equitable, and an environment where advocates and organizations committed to equity & justice have the training, tools, and capacity to serve as effective, collaborative partners to communities and movements dismantling structural oppression.

As we face the interlocking and ongoing crises of COVID-19, virulent racism, and deepening poverty, we are presented with opportunities for transformational change unimaginable before this past year. Consistent with this is JustLead's commitment to bring together the leadership of communities most harmed by systemic racism and structural oppression with the partnership, professional access, and privilege of legal system partners in the service of transformative change.

JustLead supports the equity & justice community by facilitating transformative learning, offering space for community-building, and providing strategic planning, consulting, and coaching services. Our pillar programs, the statewide [Leadership Academy](#) and the [Washington Race Equity & Justice Initiative \(REJI\)](#) strengthen the adaptive leadership and racial justice capacity of equity & justice system partners, such as staffed civil legal aid programs, *pro bono* legal services organizations, and advocacy and social service partners.

### **Managing Director Responsibilities**

The Managing Director will take a leadership role in both internal and external operations, focusing primarily but not exclusively on relationship-building, organizational business development for sustainability, and team support. The position represents an intentional step in shifting JustLead leadership from a traditional hierarchical Executive Director model to a shared leadership approach. The new Managing Director will be responsible for the following roles & functions:

1. Working with staff and board to identify and implement strategic priorities
2. Supervising staff members who are engaged in leadership and equity-focused services, including providing ongoing support and professional development opportunities
3. Building and stewarding meaningful relationships with individuals and organizations that work to promote equity and racial justice within the legal system, including consulting and community partners and potential donors



4. Creating and maintaining an organizational culture which attracts, retains, and motivates diverse and high-quality staff, consultants, and volunteers, including the development of workplace guidelines and boundaries
5. Developing and implementing a communications plan capable of supporting JustLead's programs and goals and growing an actively engaged network of donors, collaborative partners, and program alumni
6. Helping to ensure JustLead's sustainability while growing and strengthening JustLead's equity & justice leadership role at the local, regional, statewide, and national levels.

## **Who You Are**

*As a team that supports advocates and leaders navigating difficult anti-oppression, pro-equity work, we seek a creative, flexible, resilient, diplomatic, and adaptive leader with the ability to engage with authenticity and humor in meeting challenging situations.*

The ideal candidate will have a strong, demonstrated commitment to JustLead's organizational values; experience leading programs and teams; the ability to quickly move forward a wide range of projects, tasks, and priorities independently; and strong self-awareness and relational and communication skills.

We seek a candidate with experience and aptitude for the following:

1. Demonstrated commitment to and prior engagement with racial, economic, and social justice and an understanding of the ways in which institutions and systems informed by conscious and unconscious bias harm individuals and Black, Indigenous, and communities of color. This includes an awareness of how racism intersects with and compounds harm caused by other forms of oppression
2. At least three years of experience supervising staff working across different programs, including experience with mentoring, coaching, team building, effective delegation, and implementation of a regular, periodic performance management processes that complement ongoing feedback
3. Strong oral and written communication skills, including a confident presentation presence, experience using various forms of media, and the ability to learn and manage a wide range of information and communications approaches and technologies
4. Strong administrative skills, including the ability to develop and manage multi-faceted programs, projects, and tasks at a rapid pace
5. Ability to develop productive and accountable relationships with current and potential partners, including legal system partners, other capacity-building organizations, and groups by and for people who have intersected with the legal system and who have been harmed by racism, poverty, and other forms of oppression
6. Prior organizational or program management-related work, including facility and familiarity with fiscal and administrative systems and resources
7. Flexibility and a willingness to carry out the wide-ranging and often rapidly shifting responsibilities of a small and evolving nonprofit with revenue-generating programs

8. Well-developed emotional intelligence and self- and other- awareness, including conflict resolution and problem-solving skills
9. Lived and/or professional experience working within Black, Indigenous, and communities of color or other communities who have historically been harmed by structural oppression
10. Although a JD and/or direct experience working at a legal organization and/or engaging with legal advocacy would be seen as a positive, it is not required.

### **To Apply**

To apply, please email a letter of interest and resume as Word or PDF documents to the attention of Jennifer Werdell at [info@justleadwa.org](mailto: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. If you need disability, language, or other accommodation in the application process, please contact [info@justleadwa.org](mailto:info@justleadwa.org).

**Applications will be considered on a rolling basis until filled, with priority consideration given to applications received by April 26, 2021.**

### **Compensation & Benefits**

The position will start as soon as possible. The role is designed as full-time (37.5 hours per week) though the successful candidate may request an 80% position (30 hours per week) if desired. The salary range is \$82,000 - \$96,000 per year depending on experience, which will be pro-rated if opting to work at 80% of full-time. The position offers generous leave benefits, a no-cost QSEHRA (health care reimbursement benefit), and a monthly stipend for transportation and other expenses. The position will start virtually/remotely but as a return to work becomes feasible will be based 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](mailto:info@justleadwa.org) or visit our website, [www.justleadwa.org](http://www.justleadwa.org), or Facebook page, [www.facebook.com/justleadwa](https://www.facebook.com/justleadwa).**