Job Description
Director of Strategy & External Affairs

Job Title: Director of Strategy & External Affairs
Status: Part-Time/Full-Time (Negotiable)
Reports To: CARE Fund Executive Director
Starting Salary Range: $100K-$115K (annualized at Full-Time), DOE/DOQ
Program: CARE Fund Program Operations
Classification: Exempt

ABOUT EVERGREEN SOCIAL IMPACT AND THE ANDY HILL CARE FUND

Founded in 2021, Evergreen Social Impact is a nonprofit fiscal sponsor organization that provides fiduciary services, including governance, funds management, and other administrative services to projects with social-impact missions. We can act as a ‘nonprofit incubator’ for new entities that are in start-up mode, or as a long-term administrative home for tax-exempt and public/private partnership organizations. By providing an administrative hub for our sponsored projects, we give them the freedom to focus on their missions.

Evergreen Social Impact is the fiscal sponsor for the Andy Hill CARE Fund, a cancer research grantmaking entity that is a public/private partnership funded by the State of Washington. The CARE Fund works to promote and invest in cancer research to improve the quality of life for the people of Washington.

POSITION SUMMARY

The Director of Strategy & External Affairs is an experienced change maker and a leader and influencer within the philanthropic, nonprofit, civic and social sectors in the region. The Director of Strategy & External Affairs will guide, manage, motivate and inspire the CARE Fund’s impact staff and their colleagues, will be a key member of the executive team, and will serve as a trusted partner to the Executive Director. The ideal candidate will be innovative, diplomatic, data-driven, and a strategic thinker and executor.

This position will report to the CARE Fund Executive Director and will primarily support CARE Fund programs and activities. Some time will be spent working on behalf of Evergreen Social Impact, in collaboration with and under the direction of the ESI Executive Director.

This is a regular staff position with benefits. The position may be either part-time or full-time, as negotiated with the successful candidate.

This is a remote position. Washington State residence is required.
ESSENTIAL RESPONSIBILITIES

Strategy

• Provide strategic leadership, management and guidance to the organizations’ (CARE Fund and ESI) strategic initiatives and impact efforts through partnerships, coalitions, grantmaking, community engagement, and donor engagement.
• Work closely with the Executive Directors to develop long- and short-term direction, goals, and objectives.
• Lead the strategy team and manage outside consultants to implement, develop, and evaluate the organizations’ strategic directions.
• As program ideas arise, research their potential and work with leadership to assess the degree to which the ideas advance the mission and objectives of the organizations.
• Collaborate with the CARE Fund grants management team to lead implementation of the strategic plan, support an outcome-oriented work culture, and respond to changes in the external environment.
• Assist/lead the design of high quality qualitative and quantitative analyses and regularly communicate the resulting analyses and elevated key insights.
• Generate and/or review draft strategy documents (e.g., strategy memos, PowerPoint presentations, etc.)

External Affairs

• Establish new relationships and foster existing relationships with key business, community, and professional networks to enhance ESI and CARE Fund’s reputation.
• Ensure positive interactions with regional, state, and local government officials, and other key influencers; act as the focal point for day-to-day relationship management for assigned projects.
• Serve as a representative in local, state, and national settings to advance and strengthen ESI and CARE Fund’s alliances, reputation, and impact.
• Serve as a catalyst and convener with collective impact coalitions and demonstrate progress through sustainable system change.
• Proactively and regularly communicate to and with internal and external team members, stakeholders, and partners.

Other Responsibilities

• Implement/execute special projects as requested.
• Other duties as assigned.

DESIRED QUALIFICATIONS

• Experience with, and/or commitment to racial equity, social justice, and cultural humility.
• At least 5-10 years of experience in nonprofit organizational leadership.
• A demonstrated, successful track record in the development and implementation of strategic initiatives in the nonprofit sector.
• Proven ability to build and sustain thriving, productive, and outcomes-oriented strategic partnerships.
• Ability to assess and prioritize strategic initiatives.
• Ability to think innovatively and out-of-the-box.
• Ability to assess and manage risk.
• Flexible approach to work and ability to manage ambiguity in the work environment.
• Experience with public policy/advocacy work on behalf of social impact nonprofits is preferred; experience working with philanthropic organizations is a plus.
• Ability to listen deeply and communicate proactively, transparently, and diplomatically; excellent oral and written communication skills are required.
• Bachelor’s degree in public policy, public administration, nonprofit management, or related field, or the equivalent combination of education and experience, is preferred.
• Proficiency with Microsoft Office suite (Outlook, Excel, Word, PowerPoint, SharePoint).

OTHER REQUIREMENTS

• Must be a resident of Washington State.
• Must be able to pass a Washington State and national criminal history check.
• Must have access to a source of transportation for occasional travel in Washington State.

COMPENSATION AND BENEFITS

The starting salary for this position is $100K to $115K per year, depending on qualifications and experience. If part-time, the annual salary will be prorated accordingly. Benefits include medical/dental insurance (100% employer-paid for eligible employees, spouses, and dependent children); generous paid time off; LTD/STD/Life insurance; and a 401K retirement plan with generous nonelective employer contribution.

EMPLOYMENT POLICY

Evergreen Social Impact is an Equal Opportunity employer. Employment is based upon individual qualifications without regard to race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, disabilities, political ideology, sexual orientation, gender identity, or any other legally protected status.

HOW TO APPLY

Send resume and cover letter, in a single PDF document, to careers@evergreensocialimpact.org with “Director of Strategy” and candidate name in the subject line.

Position is open until filled; priority consideration will be given to applications received by January 31, 2022. We are unable to respond to telephone inquiries about this position.