



## Position Announcement

### Executive Director

#### About Evergreen Social Impact

Founded in 2021, Evergreen Social Impact (ESI) is a nonprofit, 501(c)(3) tax-exempt fiscal sponsor organization currently headquartered in Bothell, Washington and serving Washington State. We are a virtual organization with employees located in the greater Seattle area, Bellingham, Olympia, and Spokane.

**Our Mission:** ESI works to strengthen mission-driven organizations and achieve enduring impact in the Pacific Northwest by developing shared infrastructure and expertise, building a culture of partnership, and advancing equity.

**Our Vision:** To support system change for a better society through our sponsorship of social-impact projects whose work is directed at specific, quantifiable issues.

We provide fiduciary services, funds management, governance, and other administrative services to projects with social-impact missions. Rather than each agency bearing the cost of the full array of staff, sponsored partners can make use of only as much administrative support as the size of their organization needs. This shared infrastructure model maximizes efficiencies and provides tools, expertise, and a community of peer learning to organizations with limited resources. With our support, our sponsored partners are better able to focus on fulfilling their missions, building organizational capacity, and improving our communities.

Our leadership team has more than 40 years' collective experience in nonprofit operations. Areas of expertise include finance, governance, human resources, grants management, and philanthropy. We have a unique competence in administering complex federal, state, and local grants.

We currently focus on Washington State, but are open to serving charitable projects throughout the Pacific Northwest.

ESI currently operates on a 'boutique' business model, with a small number of sponsored partners and a high-touch approach to our fiscal sponsorship services. We are looking to expand our operations over the next 3-5 years, with a current goal of expanding from our current 8 projects to 20-25 projects. In order to accomplish this objective, we need to expand our capacity via revenue growth and building staff capacity. The Executive Director will work closely with the ESI Board and staff to formulate a strategic plan that could reflect greater long-term growth and expansion than what is currently planned.

ESI currently operates with an annual budget of \$3.5 million. ESI acts as the employer of record for all W-2 employees of our sponsored partners. We have a core staff of three, with the Executive Director having two direct reports, and a total staff count of 12.

We are a small but mighty team that values flexibility, dependability, a can-do approach to our work, respect for ourselves and others, and a healthy work-life balance.

## The Opportunity

ESI's Founding Executive Director is transitioning to a new role within the organization (Director of one of ESI's sponsored partners) after four years as ESI's Executive Director. As ESI enters its next chapter, the incoming Executive Director will play a pivotal role in shaping strategy, expanding impact, and strengthening partnerships. This is an exciting opportunity to lead a dedicated, high-functioning team and to work with an engaged, active, and supportive Board of Directors. This role offers a unique opportunity to help shape the future of social-impact infrastructure in the Pacific Northwest, enabling our mission-driven partners to thrive.

The ideal candidate for this position will be able to balance big picture thinking with attention to detail, will have a broad range of experience in all aspects of nonprofit operations, will be flexible and resourceful, and will be comfortable working in and managing an environment of ambiguity and constant change. As the staff leader, the Executive Director will facilitate a positive organizational culture and climate, and will lead with values such as kindness, integrity, empowerment, and community. They will model excellent leadership practices and develop them in others.

This role has a dual focus:

- Internal Operations and Governance

The Executive Director is closely involved with all internal operations. The ESI staff includes a Director of Finance, who is directly responsible for all accounting and financial operations, and a Director of Operations and Partner Engagement, who is directly responsible for IT, document management, grants and contracts management, and who acts as the primary point of contact for the majority of ESI's sponsored partners. The Executive Director is hands-on with both finance and operations, with a particular focus on Human Resources and risk management. The Executive Director directly manages ESI's HR, including staff recruitment, performance management, compensation planning, employee benefits, and HR compliance. The Executive Director is directly responsible for risk management and for obtaining business insurance for ESI and its sponsored partners. The Executive Director acts as the primary point of contact with ESI's largest sponsored partner, the Andy Hill CARE Fund, and its Program Administrator, Washington Cancer Impact Foundation. The Executive Director also works closely with ESI's Board of Directors.

- External Partnerships

The Executive Director will act as the outward-facing voice and face of the organization, with direct responsibility for revenue development, business development, and partnership development. They will cultivate and sustain strong relationships with donors, funders, government agencies, and community leaders to advance the mission and expand the organization's impact. In addition, the Executive Director will identify new strategic alliances and collaborative opportunities that strengthen programs, broaden visibility, and ensure long-term sustainability.

Applicants who do not meet all of the qualifications listed in the job description, but believe they would be an excellent fit for the role, are encouraged to apply.

## Job Description

|                    |                    |                               |                                |
|--------------------|--------------------|-------------------------------|--------------------------------|
| <b>Job Title:</b>  | Executive Director | <b>Status:</b>                | Regular, Full Time (36 hrs/wk) |
| <b>Reports To:</b> | ESI Board Chair    | <b>Starting Salary Range:</b> | \$130K-\$150K DOE/DOQ          |
| <b>Program:</b>    | Administration     | <b>Classification:</b>        | Exempt                         |

### POSITION SUMMARY

Reporting to the Board of Directors, the Executive Director will inspire a shared, mission-aligned vision for the organization's future direction, and will drive strategic growth. They will enable all stakeholders of the organization to act toward that vision and encourage the heart along the way. The Executive Director will identify and advance opportunities to build and grow the organization's capacity with innovative and strategic direction. They will utilize quantitative and qualitative data collection, collective reflection, interpretation, and meaning making with all stakeholders to create strategic direction. The Executive Director will be a strong public speaker and advocate for ESI and for its sponsored partners.

The Executive Director is also responsible for administrative and operational oversight for ESI and its fiscally sponsored partners. They will possess and develop deep knowledge of the field, core programs, operations, and business plans, and will have a strong commitment to fostering a culture of equity, partnership and collaboration with and among its internal and external stakeholders. They will have a deep passion for and commitment to fostering and supporting mission-driven, social-impact projects and initiatives and the communities they serve.

#### Position Strengths:

- A broad range of nonprofit leadership and management skills, and the ability to focus both internally and externally.
- Practices and models being impeccable with your word, always doing your best, not taking things personally, and not making assumptions of others.
- Humility, authenticity, curiosity, and integrity.
- Collects input from people directly impacted and integrates feedback before decisions are made to minimize harm and increase thriving.
- Helps all people in the organization to feel valued and to feel a sense of accomplishment.

This is a regular, full-time (36 hours per week) staff position with benefits.

This is a remote position. **Washington State residence is required.**

### ESSENTIAL RESPONSIBILITIES

#### Leadership & Management

- Ensure ongoing programmatic excellence and consistent quality of finance and administration, communications, and operations; recommend timelines and resources needed to achieve ESI's strategic goals.
- Develop, maintain, and support a strong Board of Directors; serve as an ex-officio member of the Board and of each committee; seek and build board involvement with strategic direction for both ongoing operations and expansion.
- Develop strategic external partnerships with funders and other current and potential supporters and stakeholders.

- Recruit, lead, coach, develop, and retain ESI's staff.

### Operations

- Oversee all aspects of ESI operations, including services delivered to/on behalf of fiscally sponsored projects:
  - Finance and accounting
  - Human resources
  - Grant and contract management
  - Information technology
  - Risk management
  - Legal compliance
- Develop and implement financial and operating policies and procedures on behalf of ESI and its sponsored projects.

### Program Development

- Implement program start up and design for expansion; complete the strategic business planning process for the program expansion into partnerships.
- Build and strengthen the organizational infrastructure to support new partnerships.
- Ensure effective systems to track progress, and regularly evaluate program components to measure successes that can be effectively communicated to the board, partners, and other constituents.
- Develop a regional and industry presence; communicate program results with an emphasis on the successes of the program as a leading model for public/private partnership.

### Business Development, Revenue Generation, and Communications

- Expand revenue generating activities, including fund development/fundraising and earned income, to support existing program operations, growth, and sustainability.
- Develop all aspects of communications, from web presence to external relations, with the goal of creating a stronger brand.
- Maximize board and partner networks to garner new business opportunities.

## **QUALIFICATIONS**

### Required

- Experience with, and/or commitment to racial equity, social justice, and cultural humility.
- A minimum of 10 years of progressively responsible experience in senior leadership of nonprofit organizations, including experience in nonprofit operations.
- A track record of effectively leading and scaling a performance- and outcomes-based organization and staff; ability to develop and operationalize strategies to take an organization to the next stage of growth.
- Ability to develop and maintain both internal and external partnerships and collaboratives.
- Demonstrated experience in revenue development, including fundraising, grantwriting, and earned income.
- Flexible approach to work and ability to manage change and ambiguity in the work environment.
- Demonstrated ability to develop and implement successful operational policies and procedures.
- Ability to assess and manage risk.
- Organization and/or program leadership skills including supervision, program development, strategic planning, and strategic relationship building.
- Experience working with Boards of Directors and Board committees.
- Excellent oral and written communication skills; strong public speaking skills.
- Bachelor's degree in nonprofit management or related field, or the equivalent combination of education and experience.

### Desired

- Experience in leading fiscal sponsorship organizations.
- Experience with federal, state, and local government funding.
- MBA, MPA or equivalent degree in a related field, or an equivalent combination of education and experience.
- Proficiency in the Microsoft Office suite (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 wage for this position is \$130K-\$150K, DOE/DOQ. Benefits include medical/dental insurance (100% employer-paid for employee and eligible dependents); life/long-term disability/short-term disability insurance; a 401K retirement plan with generous nonelective employer contribution; and generous paid time off including sick leave, holidays, and vacation. For a more detailed description of ESI's employee benefits, please visit [our website](#).

### **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](mailto:careers@evergreensocialimpact.org) with "ESI Executive Director" and candidate's last name in the subject line. Due to security concerns, we cannot accept applications in other formats.

Position is open until filled; priority consideration will be given to applications received by October 31, 2025. The anticipated start date is on or about January 5, 2026.

We are unable to respond to telephone or email inquiries about this position.