Co-Executive Director Search

eliminating racism empowering women
ywca Olympia
YWCA Olympia:
Eliminating racism and sexism to advance the social, political and economic status of all womxn and girls.

YWCA Olympia is a non-profit, multi-service organization that has served girls, womxn and families since 1945. We are a local association of the YWCA USA, an organization with 170+ years of history working across the lines of race and gender to provide services for survivors of domestic violence, shelter and housing, childcare, workforce development, civil rights, and more. While YWCA Olympia is connected to more than 200 YWCA’s across the country as well as a network of YWCA’s across the globe, we are an independently operated organization with the charge to be responsive to our local community. Our YWCA in Olympia is focused on the mission of eliminating racism and sexism to advance the social, political, and economic status of all womxn and girls. All of our activities are aligned with an Intersectional Model that places the leadership and wisdom of Womxn of Color at the center. We do this while also seeking to engage people of all races and genders in the collective work of the **YWCA Olympia’s vision:** All People are valued, live free from oppression, and thrive in a just society.

**YWCA Olympia’s Approach, Strategic Goals & Direction**

For many years, YWCA Olympia centered it’s focus and limited resources on a small number of direct service programs aimed at empowering womxn. While beneficial for the participants of these programs, the agency was neglecting its broader charge. Established by the foremothers of the YWCA USA movement, our collective power was to be thrust towards the “elimination of racism by any means necessary.” Today, the YWCA Olympia team recognizes this to include leading programs and the organization with an
Intersectional lens and specifically centering Racial Justice, actively participating in movements for racial and gender justice, and advancing systemic change through public policy and advocacy. With more than 70 years of history in the Thurston County community, the reframing of YWCA Olympia’s priorities and the shift in how we view and conduct our work did not happen overnight. In fact, we still have a long way to go.

Over the past several years, YWCA Olympia has worked hard to align our programs and our organizational culture with our central focus of Intersectional Racial Justice. Through this process, an organizational shift toward more collective decision making and shared leadership has been seeded and new programs have been established. The staff and the board of directors have worked collaboratively to update YWCA’s strategic direction and the organization’s core values:

**Centering the Wisdom of Black and Indigenous Womxn & Womxn of Color**

**Accountability**

**Interdependence**

**Nurturance**

In addition, the staff and the board have worked together to adopt an updated Theory of Change and are currently building shared program practices. This alignment provides a clearer roadmap for program development and also articulates our focus areas and organizational scope for the community.

**YWCA: A Center for Community, Participant-Led Advocacy, and Education**

We are actively striving to center Black and Indigenous Womxn & Womxn of Color. We see womxn as inclusive, fluid, and based on self-identify.

We are working toward serving people of all genders who are impacted by racism or sexism.

With this framing, staff are committed to providing community building, participant-led advocacy, and education opportunities at all levels of the organization: youth, adults and community. We are additionally working to shift toward a community center model that will support our existing programs and expand affinity group opportunities for folx of all races and genders. In addition to these recent developments, staff are building a values-aligned centering model and conflict navigation practices in order to tighten our ability to move toward collective program and organizational leadership.

Through our values, organizational culture and programs, YWCA Olympia intends to: Create spaces that support individual and collective healing from the traumas of racism and gender-based violence; Shift culture away from white supremacy toward fully inclusive, anti-racist, multiculturalism; and Influence institutional change in Thurston County spaces to interrupt, and ultimately dismantle, systemic oppression.

All of this work is guided by more than 500 program participants, ten incredibly talented staff (three at 40 hours/week, six at 32 hours, two at 20 hours), one AmeriCorps member through the Youth in Service program, several work-study students/interns, an eight-member board of directors, and more than 100 volunteers. YWCA Olympia's budget for the 2019 fiscal year is $738,955 with major support received through grants, earned income, individual donations and special events. YWCA Olympia views our current financial strongpoints as our ability to generate sustained growth via diversified funding streams, our ability to leverage grant and contract funding, several earned income streams, as well as our outstanding special events. We are now focused on general organization and programmatic capacity building, building additional revenue via mission aligned special events, major donor engagement, grassroots fundraising strategies, and multi-year funding opportunities.
YWCA Olympia Programs

Community

Intercultural Foundations & Intercultural Foundations Community Institute: A cultural humility and organizational equity training and consulting program that provides an innovative and effective approach to addressing inequality in our communities. The program is designed to function as an “equity overhaul” and includes both one-on-one and group consultation, as well as quarterly workshops, with leadership and team members from organizations and businesses in the community. Intercultural Foundations is structured as a long term partnership with three phases. Completion of all phases of the program model takes place over 2-3 years. The purpose of the program is to shift organizations into a social justice framework that contributes to institutional change. On average, Intercultural Foundations supports five to ten nonprofit, public and/or private organizations at a time. In 2020, Intercultural Foundations will also launch a Community Institute for individuals wishing to participate outside of their workplace. The Institute will create a network of folks in the non-profit, healthcare and education sectors who are deeply committed to fostering social change through their work, both personally and professionally. The Institute will equip individuals with skills and practices in three key areas of learning and development: Intersectional Race Equity, Healing in Community, and Cultural Humility.

Racial Justice Summit Series: (To Be Launched in 2020) The Summit Series events will broaden support for racial justice work in Thurston County, while building clarity and purpose for a community-wide shared vision of justice and inclusion. We hope to do this by increasing individual and collective awareness of white supremacy, and how interlocking systems of oppression can be addressed through racial justice work. Through increased awareness, we will build solidarity across our community’s wide range of identities, concerns, and strategies for anti-oppression. The Summit Series will do this by providing opportunities for the community to engage in education and reflection, to be inspired by work taking place here in our own community and across the globe, and to learn new skills towards innovative practices that put our values of inclusivity and justice into practice.
**Youth**

**Youth Council:** Youth Council is a Youth of Color centered program that connects youth to their community and builds access and support within the community. Youth Council offers peer support, community events, one-on-one mentoring and activities focused on supporting youth as they transition into adulthood. Youth Council is open for youth of all genders, ages 12 to 19, and includes specific activities and spaces that have been curated for Youth of Color and spaces that have been curated for femme identifying individuals. Youth Council serves 50 youth per year, many of whom are impacted by the intersections of race and gender, substance use, mental health, and/or juvenile justice system involvement.

**Girls Without Limits!:** GWOL! is camp for middle school girls and gender non-conforming youth. GWOL! offers culturally-relevant programming that promotes confidence, skill building, career awareness, and curiosity in science, technology, engineering, art, and math (STEAM). Campers engage in hands-on learning activities, meet professionals who work in STEAM fields, and participate in project-related field trips. We work to increase underrepresented populations in STEAM fields and we want our campers to know that a future in STEAM is possible. Our practices include providing peer teaching/learning opportunities at each camp, centering youth voice in choosing activities, speakers and camp themes, and training youth volunteers to lead camps themselves.

**Girls Advocacy & Impact Network:** In partnership with Girls in Justice Coalition of Washington, provides a space where femme identifying youth work toward developing solutions to the issues that impact their daily lives. The program provides youth in Washington state an opportunity to advocate for issues related to juvenile justice, housing and homelessness, child welfare, education, mental health, and more. GAIN meets monthly and is a space for youth to learn how to advocate for the things they care about.

**Adults**

**Womxn’s Economic Empowerment:** A holistic, culturally-relevant, and gender-responsive workforce development program that prioritizes trauma-informed empowerment and healing while coaching participants to build skills that support their employment goals and financial stability. Womxn enter our program with histories of trauma, mental health challenges, substance use recovery, and experiences of ongoing racism, sexism and discrimination. Due to these barriers and the numerous requirements that participants are trying to meet while navigating state and local system providers, EEP intentionally aims to reduce barriers to participation. As such, EEP recently shifted away from a cohort model to open enrollment, which allows participants to enter EEP at any time, when THEY are ready, and to learn at their own pace, while engaging in the program components that are reflective of their individual needs and goals. Currently, EEP serves 50 individuals per year through femme centered programming. However, the program team is building new opportunities that include affinity group spaces curated for People of Color as well as workshop spaces for individuals of all genders. Workshops include digital literacy, job search/career development, healing practices and financial literacy workshops as well as community building opportunities.

**Community in Action:** YWCA Olympia is excited to partner with Statewide Poverty Action Network to deliver a series of advocacy workshops. Community In Action is a multi-county effort to encourage deep and intentional civic engagement in marginalized populations of Puget Sound region. In recent years, Washington state has passed bills to make voting more accessible at the state level. However, locally, there are no organizations or mechanisms to engage marginalized folks with other forms of civic engagement. This collaborative learning opportunity will address the gaps in our community’s understanding of advocacy skills, legislative process and power of storytelling to leverage our proximity to the State Capitol.
The workshop is designed to engage community members at a deeper level to identify issues that impact their lives and creating avenues for first-hand experience in advocacy. This workshop series centers the experiences of marginalized populations to make influencing systemic changes relevant.

The Co-Executive Director of Internal Operations

YWCA Olympia is excited to move toward a Co-Executive Director model to support the organization’s continued mission alignment, programmatic and financial stability and growth, and to establish an organizational structure and culture that is aligned with YWCA’s focus on Intersectional Racial Justice. Together, alongside the Co-Executive Director of External Engagement, the Co-Executive Director of Internal Operations (Co-ED Internal Operations) will provide oversight of YWCA Olympia’s overall strategic, operational and financial goals, ensuring mission and values alignment and organizational vitality. The Co-Executive Directors are the chief executives of YWCA Olympia.

Key Priorities

Organizational Development

The Co-Executive Directors will work together to both guide and follow the lead of an incredible staff, participant and board team, through ongoing strategic thinking and organizational development aimed at mission and values alignment. This happens in numerous formal and informal ways. This organizational culture shifting/ culture building process includes opportunities for shared leadership and collective decision making. Staff participate in monthly all staff business meetings as well as monthly visioning + relationship building gatherings in order to address collective concerns and make decisions related to organizational culture and strategy. As we have new values and a redefined theory of change, we are currently exploring practices to root these norms. The staff are becoming more practiced at moving through interpersonal and collective conflict and are now seeking to build core practices, that are values aligned, to guide conflict navigation processes in a more standardized way. We are similarly in the process of building a centering model and a menu of healing practices that create cohesion between YWCA Olympia programs. In addition, we are in current conversations related to the feasibility of and process for shifting toward lateral / non-hierarchical work group models and participant-led board structures. These organizational development opportunities will continue to be a priority for the Co-Executive Directors, as
well as the creation of organization policies and the documentation of organizational practices that embed them into the institution.

**Staff, Volunteer and Program Support**

While the Co-Executive Directors will work together to provide overall support, coaching and supervision of staff, the Co-ED of Internal Operations will hold primary responsibility for staff, volunteer and program support. This includes nurturing employee growth and development, helping navigate interpersonal or program related conflicts, supporting program teams with regards to volunteer management and program partnerships, and guiding program development and program policy efforts. The Co-ED of Internal Operations will additionally hold primary responsibility for ensuring that programs and participant opportunities are fully aligned with YWCA’s mission, values and theory of change, they will support program teams in setting and tracking program outcomes, refining programs, developing new programs and/or expanding existing opportunities, and preparing program reports. The Co-Executive Directors will work together to support the board of directors with the Co-ED of Internal Operations holding a particular emphasis on reporting program and infrastructure related updates as well as supporting board engagement in these areas.

**Fundraising and Financial Management**

The Co-Executive Directors will work together and share responsibility for budgeting and overall financial management. The Co-ED of Internal Operations will hold particular responsibility for tracking program budgets and supporting program teams in understanding the budgeting process and making budget related adjustments. While the Co-Executive Directors will both support grant writing and donor cultivation and stewardship efforts, the Co-ED of Internal Operations will focus their grant writing and fundraising efforts on program specific support.

**Infrastructure & Building Operations**

The YWCA Olympia is located in “The Kearney House” a historic house built in 1907 which is included in the Thurston County historic registry. As such, the board and staff are responsible for protecting this asset, providing general building maintenance, and facilitating space upgrades in a way that is aligned with historic commission guidelines/policies. The Co-ED of Internal Operations will hold primary responsibility for building infrastructure and will also oversee technology infrastructure that supports organization and program operations, as well as legal compliance related to building operations, programs and staff. While all staff and board members participate in creating a welcoming and inclusive physical space, the Co-ED of Internal Operations will hold particular responsibility for expanding accessibility for folx of all abilities, races, genders, sexual orientations, faiths, cultures and all individuals in a way that upholds YWCA Olympia’s core values.

**Qualifications**

Candidates must have a commitment to, and be accountable to, the mission of YWCA Olympia: To eliminate racism and empower womxn. Candidates must also have a dedication to personal and collective growth and the continued development of skills related to anti-oppression, social justice, movement making, and culture shifting. In addition, candidates:

- Have two or more years of leadership experience with increasing responsibility
- Have relevant experience with helping groups navigate intercultural conflict in community or work settings
- Have experience developing programs and/or services
● Have experience raising funds and/or cultivating partnerships as part of a collaborative team

**Compensation**

The Co-Executive Director of Internal Operations position is full time, salaried, and exempt. YWCA Olympia provides health insurance (medical, dental, vision), paid wellness and vacation leave, retirement benefits after two years of employment, and an annual salary up to $60,000.

**Application Process**

YWCA Olympia is actively recruiting persons from various ethnic and cultural backgrounds to enhance service to our diverse communities. Diverse and bilingual candidates are encouraged to apply. YWCA Olympia is an Equal Opportunity Employer.

A complete application includes a cover letter, resume, and the names and contact information for three professional references. Your cover letter should share why you are interested in this position, why you are passionate about the mission of the YWCA Olympia, and describe your leadership style. In addition, please respond to these questions:

1. YWCA Olympia views our mission of eliminating racism and empowering womxn through lenses of intersectionality, cultural humility, social determinants of health, and in other ways. Please share your thoughts and tell us about how you view and think about the organization’s mission.
2. As part of our work to eliminate racism, YWCA Olympia is working to shift from white supremacy dominant culture norms to inclusive, anti-racist, multiculturalism. Please describe your understandings of harmful dominant culture norms and share thoughts about alternatives to that.
3. What do you see as your work in this world and how does this position at the YWCA Olympia support that vision?

Please limit your cover letter to four pages or less. Send your application (cover letter, resume and references) to HR@ywcaofolympia.org. You will receive confirmation that your application materials have been received within one week of your submission via email. Please refrain from calling to check on the status of your application.

The priority deadline for receipt of applications is December 15, 2019. Applications received after this date will be reviewed on a case by case basis. We plan to conduct first interviews during the 2nd and 3rd weeks of January 2020, second interviews in early February 2020, and selecting a candidate by February 28, 2020.