



KITSAP IMMIGRANT ASSISTANCE CENTER

KIAC is committed to the well-being of immigrants and the development of a rich multicultural community. We work to empower, educate and integrate immigrants through advocacy and social justice

Executive Director Position

(Starting salary range \$25,000-\$30,000 for Half Time position)

Kitsap Immigrant Assistant Center (KIAC), located in Bremerton, Washington, assists the well-being of immigrants throughout the West Puget Sound by providing health, educational, financial and legal services. KIAC is seeking an Executive Director who will build on its accomplishments, drive change and take the organization to its next stage of growth. The position requires a passionate, energetic leader and manager. Bilingual English/Spanish is a plus, but not required. This flex time position is half time with the goal of expanding to full time. Starting salary will be \$25,000-\$30,000 per year for half time. Job closes August 30. Target starting date is October 15, 2017. Applicants should demonstrate a commitment to KIAC's mission and values of empowerment and accountability. The Executive Director reports to the Board of Directors. KIAC is a 501(c)(3) corporation and registered charity with the State of Washington.

To apply please send a resume, cover letter and names of three professional references to hr@kitsapiac.org.

Job Requirements

- 3 or more years of experience in a managerial/directorial position
- B.A. preferred
- Budget management skills, including preparation, analysis and reporting
- Strong organizational skills in program planning, execution and reporting
- Demonstrated ability to oversee and collaborate with staff
- Ability to convey a vision of KIAC's strategic plans to staff, volunteers and donors
- Knowledge of fundraising strategies and donor development
- Strong written and oral communication skills
- Familiarity with marketing strategies, including website and social media

Job Responsibilities

- Work with the Board of Directors to fulfill the organization's mission and implement strategic plans
- Assist Treasurer in developing annual budget and resources to ensure financial sustainability of the organization
- Oversee fundraising activities, including event planning, grant writing, and annual fundraising
- Represent KIAC and coordinate programs with other professional, civic, and private organizations
- Oversee general operations of the organization and supervise staff and volunteers
- Coordinate marketing and other communications efforts

KIAC is an Equal Opportunity Employer

www.kitsapiac.org