

Executive Director

Bremerton, WA

Starting October 2022 - Full Time

Summary:

At Kitsap Immigrant Assistance Center (KIAC), we recognize the inherent worth and dignity of all people. At KIAC, we work for the well-being and empowerment of immigrants through education, advocacy and social justice. As members of this team, we envision a community where everyone, regardless of where they were born, has fair and equitable access to justice, respect and opportunity. It is this deep dedication to our mission and unrelenting focus on the success and well-being of our clients that moves us forward. At present, Kitsap Immigrant Assistance Center is the only organization providing affordable and accessible services specific to immigrants in the West Salish/Puget Sound Region and the need for these services is only growing. With strong staff-led Legal and Family Services programs, a dedicated team of volunteers, and a robust donor network, we provide our clients with the rights, resources and representation they seek to achieve their own goals and strengthen the web of support within our community.

The Executive Director (ED) will be the leading voice and guiding force behind organization-wide strategy, community outreach, financial performance, operations and Board governance. The Executive Director will be tasked with overseeing and implementing appropriate resources to ensure the efficient and effective operations while preserving the overall financial health of the organization. The Executive Director will work with the Board to fulfill the organization's mission and will be responsible for leading KIAC in a manner that supports and guides the organization's policies as outlined by the Board of Directors.

The mission at KIAC and the work of the Executive Director is supported by the Family Services Director, the Legal Services Director, the Development and Marketing Director, and the Operations Manager. In addition to a capable group of employees, KIAC's work is further powered by a committed team of volunteers and donors. The ED will be responsible for building an environment where all members of the team can learn, grow and succeed through ongoing coaching, management, mentorship and support.

Reports to the Board of Directors and direct reports include program directors and the Operations Manager.

Our Ideal Candidate:

- Has a strong commitment and unrelenting dedication to the work of social justice, diversity, inclusion and ensuring equitable opportunities for all people.
- Has a strong sense of adaptability and a readiness to guide the organization through a period of growth and transition.
- Has a willingness to support the work of KIAC and its team in a full-time capacity with split in-person and remote work opportunities.



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Essential Responsibilities:

1. Organizational Mission and Strategy (15%)
 - Develop, implement and assess programs that fulfill the organization's mission.
 - Design yearly operating plans to incorporate organizational goals and objectives.
 - Engage with the Board in long-range strategic planning and support its broader implementation.
2. Community Engagement and Partnership (10%)
 - Serve as a community ambassador on behalf of KIAC's mission and its clients.
 - Build and maintain relationships with partner organizations.
 - Support internal and external communications with key stakeholders.
3. Financial Performance, Development and Viability (35%)
 - Maintain the fiscal integrity of the organization, including development of and adherence to sound financial practices.
 - Coordinate with KIAC accountants in preparation and review of monthly financial statements.
 - Prepare an annual budget with program managers and KIAC accountants as appropriate.
 - Responsible for fiscal management within the approved budget.
 - Develop financial resources necessary to support KIAC's mission. This would include fundraising, donor management, exploring and overseeing grant applications.
4. Operational Efficiency (30%)
 - Oversee effective and efficient administration of operations.
 - Lead hiring and retention of competent, qualified staff.
 - Support volunteer engagement, retention and appreciation efforts.
 - Supervise, mentor, coach, collaborate, and conduct regular performance evaluations for staff.
 - Guide employment, administrative and human resources policies and procedures that ensure healthy and sustainable day to day operations.
 - Maintain official records and documents, and ensure compliance with federal, state and local regulations.
5. Board Governance (10%)
 - Identify, assess and inform the Board on internal and external issues.
 - Assist with Board development and committee work.
 - Serve as liaison between staff and Board.
 - Collaborate with the Board on policy and fundraising decisions.



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Preferred Qualifications:

- 2+ years experience in nonprofit or for-profit leadership
- Proficiency in reading and analyzing financial statements
- Development experience including fundraising strategy, donor management and exploring and overseeing grant applications
- 4 year college degree
- Personal connection to and experience with the US immigration system and immigrant community.
- Bilingual strongly preferred
- Cultural humility
- Deeply mission-oriented
- Strong ability to work within a team
- Willingness to take risks, learn from experience and solve problems
- Highly adaptable and growth minded
- Commitment to a healthy, balanced work culture
- Strong written and oral communication skills
- Ability to project manage and delegate essential tasks across team
- Proficient with email, word processing and excel

Physical and Emotional Demands:

- While performing the duties of this job, you are regularly required to be both stationary and mobile; communicate and manage workflows in person, over computer and phone.
- While performing the duties of this job, the employee is regularly required to discuss and engage with issues related to lived trauma and the immigrant experience.

Compensation and Benefits:

- Salary commensurate with experience starting at \$75K
- Benefits to include Paid Personal Leave, Sick Leave, WA State PSSL, 13 paid holidays and a monthly stipend to support medical coverage

To Apply:

- Please submit a cover letter outlining your interest in the position and how you hope to contribute to the mission at Kitsap Immigrant Assistance Center.
- Please include an up to date resume and a list of 3 references.
- All application materials should be sent to althea@kitsapiac.org
- Applications will be reviewed in the order they are received.



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KITSAP IMMIGRANT ASSISTANCE CENTER (KIAC) IS AN EQUAL OPPORTUNITY EMPLOYER DEDICATED TO A POLICY OF NON-DISCRIMINATION IN EMPLOYMENT (INCLUDING APPLICATION FOR EMPLOYMENT) ON ANY BASIS INCLUDING RACE, COLOR, RELIGION, NATIONAL ORIGIN, ANCESTRY, CITIZENSHIP, SEX, AGE, PHYSICAL OR MENTAL DISABILITY, MEDICAL CONDITION, PREGNANCY, VETERAN OR MILITARY STATUS, OR ANY OTHER BASIS PROHIBITED BY LOCAL, STATE, AND FEDERAL LAW.

APPLICANTS WITH DISABILITIES MAY BE ENTITLED TO REASONABLE ACCOMMODATION UNDER THE TERMS OF THE AMERICANS WITH DISABILITIES ACT AND CERTAIN STATE OR LOCAL LAWS.



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