

Municipal League of King County
The Municipal League Foundation
March 2010

The Municipal League is seeking an energetic and experienced leader to serve as its executive director. The executive director must be dedicated to growing and developing the League's programs, reach and influence, as well as a capable manager and administrator. He or she will have political acumen and the ability to identify and advocate for issues and policy changes that are relevant to open, effective and accountable government. He or she should be comfortable interacting with elected officials, policy makers, business leaders, and members and volunteers to achieve organizational goals, as well as communicating the League's goals to diverse stakeholders.

***Position:* Executive Director (exempt)**

***Reports to:* The Board of Trustees**

The Executive Director is the chief executive officer of The Municipal League of King County and the Municipal League Foundation and is responsible for accomplishing the goals and managing all operations and programs of both organizations, within the limits of the bylaws. The Executive Director reports to and is accountable to each board as a whole with direct supervision from the League Board Chair.

Position Description

The Executive Director is expected to perform to a high standard of nonprofit leadership and management and to address the needs of an organization with small staff, tight budgets and a workload that routinely exceeds resources. The core responsibilities of the Executive Director are 1) program development; 2) fundraising and membership; 3) staff support to the Board of Trustees and the Executive Committee; and 4) basic management (i.e., record-keeping, finances, and daily office tasks). The Executive Director supervises administrative and contract staff and interns who assist with routine administrative and program activities.

***Fundraising* and Membership Development**

- Developing and maintaining relationships with major donors and potential donors to the League.
- Providing guidance and staff assistance to the Board in developing and implementing fundraising strategies.
- Providing guidance and staff assistance to the Board in developing and implementing strategies for maintaining and expanding the membership of the League.
- Writing grant applications and making fundraising calls.
- Continuing and improving the League's communications programs, including email and online newsletters and information dissemination.

League Policy Direction

- Staffing the Board and Executive Committee; carrying out Board decisions; and providing the information, resources, and staff support needed for the Board and Executive Committee to carry out the League's mission.
- Contributing to the Board of Trustee's discussions of policy, direction, programs, and budgets.
- Recommending priorities and identifying those requests and demands for services that the League should or should not provide.
- Providing background information, analysis, and advice as requested by the Board.

Program

- Overseeing all programs of the League and Foundation.
- Managing staff and volunteers to carry out the mission of the League and to achieve its goals.
- Facilitating the operations of all standing and ad hoc committees.
- Arranging, overseeing and serving as host at League-sponsored events and forums.
- Organizing, writing, and editing reports; overseeing all League and Foundation publications.
- Maintaining familiarity with local and state government organizations, operations, and powers; with the political process; and with major local and state issues.
- Providing background information about League positions and programs to elected officials, government employees, the media, and citizens' groups.
- In consultation with the board, representing or assuring League representation at public events or on committees, taskforces, and commissions; providing community leadership on issues.
- Acting as a spokesperson for the League as agreed with the Board Chair; effectively speaking to and interacting with diverse groups of citizens, elected officials and businesspeople.
- Maintaining effective ongoing contact and relations with the business community, civic groups, and elected and appointed officials with assistance from board members.

Operations

- Managing the internal operations of the League and Foundation; hiring permanent and contract staff, subject to a board-approved staffing plan; supervising and training staff.
- Recruiting, training and supervising office volunteers.
- Developing and managing budgets; adhering to the budget; ensuring timely and accurate financial record keeping; maintaining the financial integrity of the League and Foundation.
- Maintaining, developing and improving the League's information technology resources, including computers, equipment, software and data as well as online resources.
- Continuing and improving the League's communications programs, including email, websites and electronic newsletters and information dissemination.
- Maintaining records, files and archives of League policies, programs and activities.
- Managing the League's premises, equipment and other assets as well as any facilities used for League programs.

The Municipal League is currently celebrating its centennial, and this year is one of the League's best. We are experiencing growth in both financial contributions and members. The League has an energetic board and board leadership. Our recent celebrations of the centennial have enhanced the good will that the organization enjoys. This position provides a great opportunity for a driven individual to take the League to the next level. Many people in the community are excited by the League's position, reputation, and programs and we look forward to a new Executive Director who can capitalize on this situation and continue to expand the League's influence.

Other Information:

Qualifications: Demonstrated ability to work independently and manage multiple people and tasks with multiple deadlines; ability and willingness to maintain confidentiality needs of organization; excellent oral and written communication skills; fundraising experience; experience with websites and blogs; interest in policy and governance issues; commitment to mission of good government; previous work experience with policy groups and/or nonprofit organizations preferred; four-year college degree; experience with Microsoft office software; experience with account software; experience with donor database system preferred.

Hours, Location: Full time; Municipal League offices, Suite 224, Central Building, 810 Third Avenue, Seattle.

Compensation: \$45,000 - \$50,000, depending on qualifications. Benefits to include stipend for employee purchase of health insurance; bus pass; paid leave for vacation and illness.

To apply: Send email with a cover letter, resume and list of three professional references (as attachments) with "Executive Director" in the subject line to admin@munileague.org. Applications are due by 5 p.m. on Monday, May 3, 2010.