



203 East 4th Ave. Suite 402
Olympia WA 98501
(360) 754-3998
hiring@rachelcorriefoundation.org
www.RachelCorrieFoundation.org

May 19, 2017

Thank you for your interest in applying for the position of **Executive Director** with the Rachel Corrie Foundation for Peace and Justice. A job summary is attached.

SELECTION PROCESS

To be considered for this position, applicants MUST do the following:

- 1) Submit a completed application packet with the following 3 (three) items:
 - **Letter of interest** describing reasons for applying for this position and most relevant experience and qualifications.
 - **Current résumé.**
 - **Completed Rachel Corrie Foundation Application for Employment.**
- 2) To be considered for this position, the completed application packet with the three items listed above must reach the office of the Rachel Corrie Foundation for Peace and Justice on or before Friday, June 30, 5 p.m. PDT. The packet may be delivered in the following ways:
 - Mail or hand deliver to Rachel Corrie Foundation for Peace and Justice, 203 East 4th Ave, Suite 402, Olympia, WA 98501.
 - E-mail to hiring@rachelcorriefoundation.org with subject line "Executive Director Application."

The Rachel Corrie Foundation will provide email only receipt of applications.

Only complete application packages will be considered.

All application packages received will be carefully reviewed and evaluated by the Rachel Corrie Foundation Human Resources Committee.

Telephone and/or in person interviews with Rachel Corrie Foundation personnel will be scheduled for those applicants whose qualifications most closely correspond to the position's requirements. These interviews may begin as soon as qualified candidates are identified.

All applicants will be notified by email when the position has been filled.

Any questions about the position or the application process should be directed to hiring@rachelcorriefoundation.org or by telephone to the Rachel Corrie Foundation office at 360-754-3998.

Thank you for considering employment at the Rachel Corrie Foundation for Peace and Justice! We look forward to hearing from you. **The Rachel Corrie Foundation for Peace and Justice is an equal opportunity employer.**

Rachel Corrie Foundation for Peace and Justice
Executive Director - Position Profile

The Rachel Corrie Foundation for Peace and Justice (RCF), a small but proven 501(c)(3) nonprofit organization based in Olympia, Washington, seeks a dynamic and experienced leader to serve as the organization's Executive Director. Founded in 2003, RCF conducts and supports programs that foster connections between people, that build understanding, respect, and appreciation for differences, and that promote cooperation within and between local and global communities. The Foundation encourages and supports grassroots efforts in pursuit of human rights and social, economic, and environmental justice, which we view as prerequisites for world peace. Current emphasis is on the Middle East, particularly Palestine/Israel. For more information, please visit www.rachelcorriefoundation.org.

THE POSITION – EXECUTIVE DIRECTOR

The RCF Executive Director (ED) is a newly created position. The ED will act as a management and development leader, working collaboratively to ensure that the organization consistently executes its mission and strategic plan to achieve its goals and objectives. RCF looks for an ED with commitment to its mission who will develop workable knowledge of core programs, operations and plans. The ED will report to and work closely with the board of directors and will have responsibility for guiding and monitoring staff, including volunteers/interns. The ED will work with the community, with funders, and with partner organizations to carry out RCF's mission, strategic plan, and programs. This is a full-time, FLSA exempt position with heavy emphasis on management, communications, development, and financial growth for sustainability. The Executive Director will be based in the RCF office in Olympia, Washington, and will be a key face of the organization in the community and beyond.

KEY RESPONSIBILITIES

STRATEGIC AND PROGRAM LEADERSHIP AND MANAGEMENT: Work with the organization's founders and board of directors to enhance and implement the vision and long-range strategic direction of the Rachel Corrie Foundation, demonstrating deep understanding of the organization's history and culture. Provide leadership and oversight for daily operations that achieve the organization's goals, ensure consistent program excellence, and encourage productive innovation.

COMMUNICATIONS: Demonstrate consistent excellence as an organization spokesperson and produce, promote, and ensure timely, open, effective communications among employed and volunteer staff, constituents, community partners, funders, media, other outside entities, and the public.

PERSONNEL RELATIONS: Provide for effective management and a collaborative work environment that attracts, utilizes, retains, and inspires a diverse and capable work force (including employees, volunteers, student interns, the board of directors, RCF founders and partner organizations) and that is conducive to productivity, efficiency, innovation, and advancement of RCF's mission.

FINANCIAL AND LEGAL MANAGEMENT: Ensure development and implementation of sound financial management, accounting, reporting, and budgeting practices and compliance with local, state, and federal requirements and regulations; maintain a working knowledge of significant developments in the nonprofit field; and ensure the board of directors are fully informed about the condition of the organization.

DEVELOPMENT AND FUNDRAISING: With the board of directors, other personnel, and funders, facilitate implementation of existing revenue-generating measures, and development of innovative funding strategies that ensure support for current program and operations, and expansion that fulfills the goals, objectives, and mission of the Rachel Corrie Foundation for Peace and Justice.

REQUIREMENTS

To be considered, candidates must have a significant work profile that includes multiple years of nonprofit leadership, development, and management experience. In addition, candidates are to have a relevant Bachelor's or Master's Degree.

QUALIFICATIONS

- A record that demonstrates leadership, management and development success in the nonprofit sector, particularly with small nonprofit organizations.
- Commitment to the Rachel Corrie Foundation mission and vision, and ability to represent the organization and its goals, positions, programs, and projects clearly and in a heartfelt manner.
- Knowledge of and conversance with the Israeli/Palestinian issue.
- Experience with and commitment to a high-performance, collaborative, constructive work environment that includes board and project committees, and a fluctuating staff of employees, student interns, and volunteers.
- Success working with a Board of Directors and cultivating relationships with board members.
- Exceptional interpersonal, relationship building, team management, and facilitation skills and ability to work effectively and courteously with diverse groups of people and the public.
- Demonstrated ability to multi-task and to manage multi-faceted projects in a manner conducive to full performance and high morale.
- Knowledge of office systems (including QuickBooks accounting, Microsoft and Google platforms) records management, and ability to use technology as a management/communications tool.
- Ability to facilitate organization-wide strategic planning and budget creation, and budget management efforts.
- Strong public relations and fund-raising expertise, including grant solicitation and donor management, and ability to connect and network with the local community, partner nonprofit organizations, and individual donors.
- Effective thinking, decision-making, and problem-solving skills that are strategic, analytical, and creative.
- Exceptional oral and written communication skills with demonstrated ability to communicate effectively and persuasively, to express ideas concisely and clearly, and attention to detail.
- Familiarity with social media platforms.
- Personal qualities of integrity, credibility, confidence, dedication, idealism, positivity, adaptability, innovativeness, self-direction, and willingness to sometimes take direction.
- Ability to relocate in or near the community of Olympia, Washington, and acceptance of RCF's commitment to being an involved partner in the local community.

ADDITIONAL INFORMATION

Start Date: August 1, 2017, or to be negotiated.

Compensation: Starting Salary of \$60,000 annually with paid vacation and sick/safe leave

To Apply: The Rachel Corrie Foundation for Peace and Justice is an equal opportunity employer and all qualified applicants are encouraged to apply. Applications will be held in strict confidence. Please submit a letter of interest, your résumé, and a completed Rachel Corrie Foundation Application for Employment on or before Friday, June 30, 2017, 5:00 p.m. PDT.