



EXECUTIVE DIRECTOR



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THE ORGANIZATION

[Jubilee Women's Center](#) (Jubilee) opened in the fall of 1983 and is believed to be Seattle's first transitional home for women. Jubilee offers residents a supportive housing community in which to heal from crisis and domestic abuse and get back on their feet. Jubilee supports each woman to find her best self, explore possibilities for her future, and connect her with opportunities to achieve her goals.

Jubilee's program takes a [holistic approach](#) to working with women and their goals. Jubilee starts by assessing where participants are in 12 key development areas. Together, they identify what participants need to overcome barriers, build resiliency, and maintain long-term stability - and Jubilee will walk with them along the way. Jubilee offers [community services](#) to low-income women including referrals, a free boutique, office and computer lab access, and courses to develop skills in technology, communications, money management, and employment preparation.

Jubilee's [residential program](#) gives program participants the stability and time they need to heal, grow, and rebuild their lives over the course of up to two years. At Jubilee's four residences, participants will find safe and affordable housing, learning opportunities, employment preparation, and guidance from care managers as the program participant works toward a living wage career and independent housing.

MISSION

Jubilee Women's Center supports women experiencing poverty to build stable and fulfilling futures, one extraordinary woman at a time.

Led by the guiding principle that women of all races and cultures are to be treated with respect and dignity, Jubilee provides programs and services that empower women to make positive life changes.



THE ORGANIZATION (CONT)

HOLISTIC MODEL

At Jubilee, we support each woman to heal from past trauma, explore possibilities for the future, and connect her with the resources and opportunities to achieve her goals through a three-part strategy.

- **Step One:** We address significant barriers for the women we serve related to basic needs, physical health, trauma and mental health, legal issues, and relationship and community connections.
- **Step Two:** We support women to build resiliency through financial health by gaining living wage employment, job training, financial management education, and finding affordable, independent housing.
- **Step Three:** We help women maintain long-term stability by repairing past relationships with friends and family, building their support network, and cultivating their spiritual health.

VALUES

- **Empowerment:** We believe in an inclusive environment where all people and ideas have value and are worthy of respect.
- **Innovation:** We believe that personal development stems from trying new things and value both success and failure as a key part of learning and growth.

- **Transparency:** We believe that open and honest communication builds trust and that mutual and constructive feedback is a critical part of developing oneself, community, and team.
- **Integrity:** We believe consistency, intentionality, and personal responsibility contribute to our personal and collective success.
- **Collaboration:** We believe there is more than one way to achieve a goal, and that collaboration with people of diverse strengths, experiences, and perspectives contributes to our success.

DIVERSITY, EQUITY AND INCLUSION STATEMENT

Jubilee Women's Center assists all individuals without discrimination, and treats them with respect, integrity, and dignity. In the broadest sense, Jubilee Women's Center intends to relieve pain and suffering, lessen oppression, meet basic human needs, and promote justice, equality, and diversity. At the heart of every one of our social service programs lies one of these major principles. They guide our individual efforts and inform the thousands of small-scale decisions and interactions Jubilee Women's Center is a part of every day.

Our Program

Jubilee's unique program model includes 10 key development areas, each with its own objective.

- **Basic Needs**
Meet housing, food, and safety needs.
- **Physical Health**
Address medical needs, create health maintenance plan
- **Trauma, Depression, & Mental Health**
Stabilize mood, stay clean and sober
- **Community & Connections**
Increase emotional awareness, cultural competency skills
- **Legal**
Resolve outstanding legal issues



- **Stable Income**
Determine career pathway, obtain a living wage job, gain education or vocational skills, or obtain a benefits package
- **Financial Health**
Address debt, credit score, and money management skills
- **Independent Housing**
Attain and maintain stable independent housing
- **Personal Safety Net**
Create communities that provide love and a sense of belonging
- **Spiritual Health**
Increase problem solving skills, life balance, lack of prejudice

THE POSITION / YOUR ROLE

In collaboration with Jubilee's 11-member Board of Directors and staff team, the Executive Director (ED) is responsible for the overall strategic and operational leadership of the organization. The ED currently has six direct reports: the Facilities Director, Finance Director, Occupancy Specialist, Program Director, Development Director, and Operations & Data Manager. In addition to overseeing the internal functions of the organization, the ED will be the organization's ambassador and public face in the community.

The ED oversees a \$1.3M budget and total staff of 11.

PRIORITY ACTIVITIES FOR THE NEW EXECUTIVE DIRECTOR

- **Adapt Programming** – Working with a small committee of stakeholders, study how best to continue the mission while adapting to new constraints created by new landlord-tenant laws. Enhance and expand the range of programs and services offered to program participants to better fit their needs, as well as developing new programming that continues to support alumni. Regularly assess and update program offerings based on feedback from participants, staff, and partners. Define and articulate Jubilee's place in the network of social services organizations in the community.



- **Advocacy and Policy Influence** – Advocate for policy changes at the state, local, and regional levels that address the root causes of women experiencing homelessness, promote affordable housing, and support comprehensive homeless services.
- **Collaborative Partnerships** – Expand and strengthen collaborations with other organizations in the social service sector, such as domestic violence shelters, transitional housing programs, healthcare providers, treatment providers, educational institutes, and correctional institutions. Foster a network that ensures seamless referrals, maximizes Jubilee's occupancy, minimizes vacancies, and provides access to a continuum of care. Develop partnerships with affordable housing providers to ensure that women exiting the program have access to safe and stable housing options.
- **Data-Driven Approach** – Implement an enhanced data collection and analysis system to track the progress of women who enter the program.
- **Long-Term Sustainability** – Refine and implement Jubilee's diversified funding strategy that includes grants, individual donations, corporate partnerships, and social enterprise initiatives to ensure the organization's long-term financial stability.
- **Public Awareness & Community Engagement** – Engage with the community to raise awareness of Jubilee's mission, services, and success stories and enhance the organization's visibility in the broader community.



LEADERSHIP ABILITIES/ WHAT YOU BRING

Candidates will be evaluated on the full range of their lived and learned experience, professional background, volunteer experience, and direct and transferable skills. We welcome candidates with a range of lived experience, business management experience, personal identities, and backgrounds. Jubilee is seeking candidates with a compelling combination of demonstrated experience and skills in some, or all, of the following areas:

- Experience serving as an Executive Director, Deputy Director, CEO, COO, CAO, CFO, or similar role(s), or as a senior staff member of an organization, division, or department of comparable size.
- Broad understanding of all aspects of running nonprofit organizations (e.g., Human Resources, Strategic Planning, Fund Development, Advocacy, Programming, Budgeting, and Financial Management.)
- Exposure to nonprofit operations, business operations, or private sector entities – which may come from board, volunteer, or staff service – is required for success in this role.
- Experience with trauma-informed care, social services, mental health services, and/or working with unhoused populations.
- Experience with program development, resident services, public relations and communications, board development and relations, diversity, and cultural competency.
- Understanding of federal, state, and local Landlord-Tenant laws.



COMMITMENT TO:

- Jubilee's mission, values, holistic model, and strategic direction.
- Serving women and female identifying people.
- Leading in a team-based environment and building and fostering a supportive work culture.
- Open communication, active listening, and providing opportunities for all to be heard.

ABILITY TO:

- Cultivate and strengthen relationships to expand the donor base and Jubilee's name recognition.
- Develop and strengthen partnerships within the housing and social services continuum.
- Promote a productive and positive environment for residents.
- Motivate, engage, and coach staff and provide pathways for staff development and staff success.
- Collect and analyze data on programs and services to develop clear metrics for strategic growth.

OTHER SKILLS & CHARACTERISTICS:

- Mission-driven
- High EQ
- Creative problem solving
- Strategic thinker
- Budgeting & financial management
- Growth mindset
- Policy/legislative advocacy
- Servant leader mentality
- Strong organizational skills



TO BE CONSIDERED

COMPENSATION AND BENEFITS

Jubilee Women's Center strives to provide competitive and equitable compensation and benefits to all employees.

The starting salary range for this position is \$140,000 - \$150,000.

The comprehensive benefits package includes:

- Medical, Dental, and Vision Insurance (90% employer paid)
- 401(k) Retirement Plan
- 13 paid holidays per year
- Vacation leave accrual, starting at 15 days in the first year
- Paid sick leave accrual, 12 days per year

The position is open until filled, with a priority deadline of March 1, 2024.

Candidate materials are reviewed on an on-going basis and initial interviews will begin by mid-February. Please submit a resume and a two-page (or less) cover letter addressed to Board President, Rosemary Dunigan at: <https://valtasgroup.hire.trakstar.com/jobs/fk0v2m8/>

You may direct questions to Ed Rogan at ed@valtasgroup.com or 206.697.8428 or Emily Lee at emily@valtasgroup.com or 425.298.5855.

Jubilee Women's Center is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation, or any other characteristic protected under federal, state, or local law. Each person is evaluated based on personal skill and merit. We strongly encourage applications from women, people of color, immigrants, refugees, people with disabilities, members of the LGBTQ community, and other underrepresented and historically marginalized groups.





ABOUT VALTAS GROUP

We are proud of our work as [Interim Executive Directors](#), supporting our clients in times of transition. Our deep experience helps organizations navigate uncertainty during leadership change. We [lead the search process](#) in [partnership with the board](#) and staff leadership, as consultants for [recruiting and search](#) to support your organization as you identify the ideal Executive Director or leader for your future. We partner with board members and senior nonprofit leaders on a variety of strategic consulting assignments.

Valtas Group has a variety of comprehensive resources to guide your transition needs. [Contact us](#) to learn about our [executive interim and placement services](#) and keep your organization moving during any transition or major change.

[CONTACT US](#)