“Environmental Works has the ability to bring together talented teams who work efficiently to create vibrant facilities that serve the needs of a diverse community.”

- Mark Okazaki, Executive Director, Neighborhood House
Environmental Works Community Design Center (EW) is a 501 (c)(3) nonprofit community-based architectural firm that provides sustainable architectural, landscape architectural, and planning services to low-income and under-served communities to empower Washington’s most vulnerable people and communities to create the spaces they need to succeed. EW provides feasibility/pre-development studies and complete architectural services for human services agencies, community facilities, affordable housing providers, and public art projects.

Environmental Works was founded in 1970 as a community design center, and 50 years later retains a deep commitment to community design. Community design is a collaborative design process that engages the community in critical planning and design decisions about their project’s layout, materials, and appearance. Community design empowers end users and creates culturally responsive spaces. It builds community among neighbors and peers, strengthening relationships and building bridges—especially valuable during these divisive times.

Working in both the public and private sectors, the staff of Environmental Works understand the need for community involvement, the impacts of having multiple funding sources, and ways of working effectively with pre-established budgets.

Environmental Works is based in Seattle’s Capitol Hill, has a team of 28, and annual budget of $4.3M. EW is committed to creating quality architecture and landscape architecture and sustainable communities, while making effective use of capital funds and contributed grants and ensuring that the ultimate social purpose of the building is well-served in each architectural design.

To learn more about EW, visit www.eworks.org.
The Executive Director (ED) is responsible for overall strategic and day-to-day management and operations of EW, ensuring that the organization succeeds in fulfilling its mission. The ED leads with an equity lens and continues to build the organization's community design center with a commitment to social justice. In this, the ED is a team builder and demonstrates and models respectful interactions with all stakeholders internally and externally.

The ED oversees and manages all aspects of the organization including design and program delivery, finance and budget management, business development, fund development, administration, facilities, and staffing. The ED fosters a culture of design excellence, integrity, and positive energy, and ensures that the organization follows all laws, rules, and regulations under which it operates and receives funds. The ED partners with, reports to, and is accountable to the Board of Directors, currently at 11 members, and fosters the relationship between the Board and the staff of 28 architects, landscape architects, designers, and administrators.

EW is working through a thoughtful planned transition with the search consultants, ED Succession Committee and current 12-year ED who will be supportive in helping set up the next leader for success.

This position is an excellent opportunity for an experienced leader with a passion and commitment to empowering vulnerable groups through community design and advocating for those who do not have a say in their environs. EW is unique as the only non-profit design firm in the area focused on working only with non-profit clients. This, along with 50 years of demonstrated impact on the lives of those most vulnerable, a mission-driven staff, dedicated and engaged board, and committed clients and partners, makes for an exciting and gratifying environment in which to lead and grow.
Strategic Planning – Work with the board and staff to set a vision and a strategic direction for the next five years and implement this plan. Gain a deeper understanding of how the COVID-19 experience will change best practices in design and community development.

Promote and Instill Diversity, Equity, and Inclusion – Be a champion of social justice within the organization and in all that we do.

Financial Stability and Operational Efficiency - Stabilize growth and finances through new project funding, and efficiencies in current work, being aware of construction cost challenges. Also ensure EW is growing intentionally and building cash reserves. Work with staff and board on important risk management contingency plans and enhanced operational policies, systems, and processes.

Cultivate the Next Generation of Leaders – Foster professional development of staff; promote and uplift the staff to be connected with and respected by external stakeholders as leaders and advocates in the work and organization.

Elevate EW’s Nonprofit Status- Leverage EW’s 501 (c)(3) status to grow its profile and relationships in the community towards raising private funds and finding new sources of work to further the social impact mission of EW.
Candidates will be evaluated on the full range of their lived and learned experience, professional background, volunteer activities and direct and transferable skills. EW seeks candidates with a compelling combination of demonstrated experience and skills in some or all the following areas:

- Experience serving as a CEO, Executive Director or senior staff member of an organization, division, or department of significant size, not necessarily in a traditional design organization or community development organization. Preference given to those with exposure to architecture, landscape architecture, urban planning, built environment, community development, social sector or nonprofit services, which may come from board or staff service.

COMMITMENT TO:

- EW's mission of community design to empower the underserved in our community.
- Creating a vision for EW and expressing conviction for that vision to community partners, non-profit clients, city officials and other stakeholders.
- Leveraging EW's nonprofit status and engaging funders in its vision to help meet the unmet needs of community design for its nonprofit clients.
- Addressing the issues of affordable housing and social justice in our community.
- Creating and promoting a culture of belonging that is demonstrated by transparency, collaboration, and inclusion.
- Inspiring the best work from those within EW.

ABILITY TO:

- Effectively lead, manage, and grow a medium-sized organization with staff of 28 and over $4M budget.
- Effectively manage, mentor, and inspire confidence in the staff and board; and appreciate and evaluate the nuance and complexity of teambuilding in a collaborative, fast-paced design environment.
- Uplift staff as leaders and advocates in the work and the organization.
- Bring systems and process knowledge to an organization that has doubled in size over the past few years.
- Plan and forecast the organization's financial and operational capacity, hold all staff and stakeholders accountable for their actions within these plans; organize and direct the organization to use its resources effectively and make decisions.
- Make diversity, equity and inclusion part and parcel of all aspects of how EW does business.
- Bring creative energy to co-creating environments and understanding the impact that these environments have on the end users and clients EW serves.
- Identify and secure new funding resources that allow EW to increase the number of people served.
- Facilitate and communicate effectively in large or small groups and individual meetings, as well as in writing.
- Maintain frequent connection with stakeholders and form new relationships, representing the EW mission and brand to communities that already think they know EW, and the broader public.
- Take initiative, identify, and evaluate new opportunities for advancing EW's mission.
- Bring staff and board together and inspire enthusiasm around developing a strategic vision together as an organization.
LEADERSHIP ABILITIES

POSSESS AND DEMONSTRATE:

- Business Acumen
- Transparency
- Inclusion
- Creativity
- Emotional Intelligence
- Empathy
- People Management Skills
- Diplomacy
- Community Focus
- Trustworthiness
- Curiosity
- Integrity
- Growth Mindset
- Respect
- Decisiveness
TOTAL COMPENSATION

This is a full time, exempt position with a salary range of $120,000 - $150,000 depending on experience, plus bonus structure. EW also offers a generous benefits package including: employer paid medical and vision coverage; life insurance, long term disability insurance; paid time off that includes vacation, sick leave, twelve (12) paid holidays; 16 hours of paid time annually for volunteering; a 403(b) with employer match.

TO BE CONSIDERED

THE POSITION IS OPEN UNTIL FILLED WITH A PRIORITY DEADLINE OF:
June 19, 2020

Candidate materials are reviewed on an on-going basis and candidates are encouraged to apply as soon as is practical. The Lead Search Consultant will begin initial interviews by mid-June.

Please submit a resume and a two-page (or less) cover letter addressed to the Search Committee at:

https://valtasgroup.recruiterbox.com/jobs/fk0qv6n

Please upload the resume and cover letter as a single, combined WORD or PDF document.

You may direct questions to Liz Swanson at liz@valtasgroup.com or 425.761.6721.

Environmental Works has an engaging and equitable culture that empowers development of well-rounded professionals and acts as a model for positive change in the world. Our work is fostered by organized processes that are collaborative and transparent to design creative solutions. Consideration for employment will not be based on a person’s race, color, religion, gender (including gender identity), sexual orientation, pregnancy, national origin, age, or disability.
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.