



10002 14th Ave. SW | Seattle, WA 98146 | (206) 767-1662 | westsidebaby.org

## Director of Administration Job Posting April 2021

WestSide Baby, in partnership with our community, provides essential items to local children in need by collecting and distributing diapers, clothing, and equipment.

**The Director of Administration** is responsible for providing strategic leadership and oversight for WestSide Baby's administrative operations, to ensure we have the internal human and system capacity to operate effectively and equitably within our values and strategic priorities. Our administrative operations support a high-functioning staff team, as well as individual departments, in operating at our fullest potential. This position provides leadership and direction to the following administrative functions: human resources & staff development, facilities maintenance & improvement, office management and information technology and database systems.

This is a full-time, 40 hours a week, exempt salaried employee position at our White Center, Seattle office. Due to the COVID-19 pandemic, an estimated 90-100% of the job functions can be performed remotely until we return to an in-person workplace with flexible remote work options. This position reports to the Executive Director, and serves on the executive leadership team with three other department directors. This position leads an IT & Business Systems team, and manages Human Resources in collaboration with independent HR consultant. Starting salary is up to \$70,000 annualized, depending on experience; generous benefits package, PTO and holiday pay available. Schedule may include occasional evening and weekend hours.

### Core Responsibilities

#### Staff Administration (60%)

- Develop and lead strategies to create a more equitable and effective staff team and climate, in close collaboration with the executive leadership and management teams
- Manage employee relations & staff engagement, including internal staff communications channels, staff meetings, staff appreciation, and staff training and development to ensure an effective staff team working in alignment with our values toward a shared mission and equity vision
- In collaboration with the Executive Director, provide direction to human resources on organizational priorities for improvement, creating and executing annual priorities to build capacity, effectiveness and internal equity across all human resources functions, policies and procedures
- Manage human resources in collaboration with independent HR consultant to execute core human resources systems

#### Administrative Systems (30%)

- Lead the IT & Business Systems team to ensure our information technology and data systems are secure, and functioning to meet the needs of our staff team, and program, development and evaluation efforts
- Provide leadership and direction for a high-functioning office environment, including reception (phone, email, in-person, mail & deliveries), facilities maintenance, office supplies, office contracts & leases, and insurance & licensing
- Oversee compliant corporate and governance record-keeping
- Manage capacity building & professional development budgets for staff training and development efforts

### **Organizational Leadership (10%)**

- Collaborate with department leadership to ensure alignment & effectiveness of administrative systems in supporting departments' needs
- Participate in setting and aligning department priorities with organizational strategic direction

### **Required Skills/Abilities**

- Demonstrated people management skills to set goals, delegate, provide feedback and foster a collaborative and high-performing team
- Strong organizational leadership skills, with the ability to set direction, embody our values and develop teams and systems to perform to the best of their abilities in support of organizational priorities
- Excellent interpersonal, oral and written communication skills
- Effective facilitation skills
- Ability to develop and manage long-term plans & strategic priorities

### **Required Education and Experience**

- Bachelor's degree or equivalent experience in public administration, business administration or nonprofit management.
- Master's degree in public administration, business administration or nonprofit management, or 2+ years of equivalent experience in nonprofit leadership

### **Preferred Experience**

- Specific experience in managing organizational database, performance management and/or human resource systems a plus

### **Physical Demands**

- Prolonged periods of sitting at a desk and working on a computer viewing a lighted screen.
- Ability to work in a standard office environment with standard office lighting, heat and air conditioning.

### **To Apply**

To Apply Submit a resume and cover letter or video addressed to Sarah Cody Roth, Executive Director, to [employment@westsidebaby.org](mailto:employment@westsidebaby.org) with "Director of Administration" in the subject line. Priority deadline to apply is April 30.

Our hiring process involves a 3-step process: 1. Qualified applicants will be contacted for a phone interview; 2. Candidates who advance will be invited for a full interview and, 3. Finalists will participate in a more casual team interview including a (virtual) site tour. WestSide Baby values diverse perspectives and life experiences. We encourage individuals of all backgrounds to apply including people of color, immigrants, refugees, LGBTQ, women, people with disabilities, and veterans. As an organization, we collaborate closely with many different communities around King County and value an equitable organizational structure that can contribute to equitable access to basic essentials for children.

### **Equal Employment Opportunity**

WestSide Baby is an equal opportunity employer. Employment decisions are based on merit and business needs. It is the policy of WSB not to discriminate against employees and applicants based on race, color, citizenship, status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law, with respect to recruitment, hiring, training, promotion and other terms and conditions of employment. All employment decisions shall be consistent with the principle of Equal Employment Opportunity.