



**WestSide Baby**  
*basics for children in need*

## Executive Director Job Announcement

January 15, 2024

**Organization:** WestSide Baby

**Position Title:** Executive Director

**Reports to:** WestSide Baby Board of Directors

**Location:** WestSide Baby Hub (10002 14<sup>th</sup> Avenue SW, Seattle, WA 98146)

This position is primarily an in-person role.

### Vision and Mission:

WestSide Baby envisions a day when every child is equipped with the basic items they need to grow into healthy, happy, and resilient members of our community. In partnership with our community, we provide essential items to local children in need by collecting and distributing diapers, clothing, and equipment. Grounded in the values of humanity, intentionality and resilience, our work focuses on community partnerships, advocacy, and distribution of diapers and other essential items.

### Values:

- **Humanity:** We believe every person, every child, deserves to have their basic human rights honored.
- **Intentional:** We believe in learning from each other and our full community, proactively seeking feedback, and adapting to serve our mission to the fullest.
- **Resilience:** We believe in striving to balance a sense of urgency with the capacity and sustainability of our resources (human, financial, basic children's items).

### Commitment to Equity:

In service of our mission and vision, we recognize there are structural inequities that cause the basic needs gap to disproportionately affect communities of color. WestSide Baby operates with the fundamental belief that every child deserves to have their basic needs met and that unmet basic needs are one important contributing factor to the disparities in health and well-being for children and families of color. When children's basic needs are met, family resilience is strengthened, and our communities are healthier and happier.

## About:

Founded in 2001, WestSide Baby is a 501(c)(3) organization and a proud member of the National Diaper Bank Network. WestSide Baby meets the basic needs of children to promote safety, security, and healthy development.

WestSide Baby operates a diaper bank, distributing over 2 million diapers per year to families in need throughout Western King County. We also receive donations from the community for essential items appropriate for children ages 0-12, including clothing, toys, books, bottles, formula, car seats, pack 'n plays, and high chairs. Staff and volunteers carefully check and sort donations and distribute them directly to 100+ partner agencies, who are experts in areas of early learning, parental support, and healthcare and who work authentically and directly with families and children. These professionals get the items the children need, and WestSide Baby can focus on collecting the essential items.

Each year WestSide Baby distributes over \$3 million in clothing, diapers, safety equipment, and other items to children across more than 80 zip codes. In 2023 WestSide Baby distributed over 2.7 million diapers, 1,648 car seats, and 9,300 clothing bags.

In 2020, the organization established its strategic vision to reduce basic needs gaps in communities facing disproportionate needs. In support of this vision, the staff and board focused on three major areas: advocate for structural change, build capacity and effectiveness, and adapt to the needs of the community. In 2022 policy advocacy led by WestSide Baby resulted in passage of the End Diaper Need Act in Washington State. As a result, Washington households enrolled in the Temporary Assistance for Needy Families program began receiving a \$100 monthly subsidy for diapers in late 2023.

## Purpose and Role:

WestSide Baby is seeking an Executive Director who is a highly motivated leader and big picture thinker able to advance our vision and continue serving our community in creative and effective ways. WestSide Baby is deeply rooted in community. The Executive Director will be an advocate and connector, and enthusiastic about partnering with over 100 other organizations to serve the Western King County community.

Like many nonprofit organizations, WestSide Baby is considering how to most effectively operate following several years marked by COVID-related funding and priorities. The Executive Director will be committed to capacity building and have a continual improvement mindset. Leading the development of an updated strategic plan is a priority for 2024.

The organization will prioritize candidates who possess the following qualities:

- Experience in nonprofit leadership and expertise in partnering with boards, staff, and affiliate organizations to advance a mission
- Expertise developing and managing high-performing staff teams in a collaborative work culture, including involving staff effectively in decision making
- Proven nonprofit operational experience including fiscal, HR, and fund development acumen; experience scaling programs; and developing infrastructure to streamline processes
- Entrepreneurial mindset, including high levels of adaptability, innovation, and creativity

- Excellent communication skills with high emotional intelligence and extensive interpersonal and relationship-building capacity
- Experience in advocacy and coalition building
- Desire, drive, and a vision for improving program quality and impact
- Demonstrated commitment to racial justice and understanding of the impacts of structural racism and bias on underserved and underrepresented communities

## **Key Responsibilities:**

### **Organizational Leadership:**

Under the direction of the Board of Directors, lead the daily operation of the organization. Ensure best practices in organizational administration, including compliance with regulations and accountability with contractual obligations. Assess and refine infrastructure to support strategic goals.

### **Fiscal Management:**

In partnership with the Finance Committee and key staff, develop and manage annual budget (approximately \$2M), monitor revenue and expenses, and make necessary adjustments to ensure the fiscal health of the organization. Maintain sound fiscal practices, controls, record keeping, and reporting.

### **Fund Development:**

Oversee an overarching development plan to ensure financial and in-kind resources for WestSide Baby's mission. This will entail continuing to grow the culture of philanthropy across all levels of the organization and implementing strategies to promote donor stewardship and relationship-centered fundraising. Fund development at WestSide Baby includes securing public contracts and grants from private foundations; engaging individual donors and corporate partners; and ensuring strong in-kind contributions.

### **Staff Development and Supervision:**

Direct all Human Resource policies and procedures for a staff of 12. Provide leadership, staff development, and supervision of four direct reports (Deputy Director, Director of Development, IT and Business Systems Manager, and Bookkeeper).

### **Partnerships and Community Engagement:**

Foster strong relationships with staff, board, volunteers, partner agencies and adjacent organizations, and others engaged in addressing the basic needs of children and their caregivers. Increase WestSide Baby's local, regional and state influence by partnering with like-minded organizations and individuals, including local businesses and elected officials. Uphold the values of humanity, intention, and resilience and represent the organization in the highest regard in all community interactions.

### **Board Relations:**

Establish and maintain a productive relationship with the Board of Directors through open and honest communication, and by supplying the information, tools, and resources necessary for the effective governance of WestSide Baby. Engage in strategic planning and visioning, including finalizing the next Strategic Plan with metrics and benchmarks for success. Actively participate

in board development, including the ongoing training, recruitment, and orientation of Board members.

### **Required Criteria:**

- Bachelor's degree or higher, or equivalent professional experience
- Five or more years of nonprofit management experience
- Strong affinity for WestSide Baby's mission
- Demonstrated success in nonprofit resource development

### **Additional Preferred Criteria:**

- Lived experience relevant to WestSide Baby's mission to address basic needs insecurity through economic, social, and racial justice
- Familiarity with social services landscape in King County

### **Submission and Timeline:**

WestSide Baby is an equal opportunity employer. We are committed to building a team that represents at all levels the community we serve. Persons of color or representing marginalized communities are particularly encouraged to apply.

Please submit a resume and cover letter to [employment@westsidebaby.org](mailto:employment@westsidebaby.org), with Executive Director in the subject line.

Deadline to apply is February 12, 2024. Interviews will be conducted during February and March. Anticipated start date in April.

### **Compensation:**

- Annual salary: \$135,000-\$150,000
- Medical, dental, and vision benefits
- 403(b) plan, with possibility of up to 2% employer contribution
- Generous paid time off and holidays