



POSITION ANNOUNCEMENT

CO-EXECUTIVE DIRECTOR ORGANIZATIONAL OPERATIONS



Everyone
deserves
to live a life
free of fear
and violence.



WHO WE ARE

Mission/ Vision:

LifeWire supports survivors of domestic violence on their path towards safety, stability, and healing. We work to end domestic violence by changing community beliefs, attitudes, and behaviors. Domestic violence is a human rights issue. LifeWire envisions a community in which every person lives in a safe environment, free from oppression and with the opportunity to thrive.

About LifeWire:

LifeWire delivers survivor-driven, trauma-informed services to domestic violence survivors and their children and works toward the prevention of domestic violence in our communities. Located in Bellevue, Washington (near Seattle), LifeWire opened its doors in 1982 as Eastside Domestic Violence Program. In 2012, we became LifeWire to better reflect our innovative and broad range of services. Today, we are a full-service agency, a nationally recognized leader, and the largest comprehensive domestic violence service provider in the State of Washington.

We serve survivors and their children with our emergency shelter and transitional housing programs, advocacy, safety assessment and planning, domestic violence housing first programs, support groups and mental health counseling. We explore better ways to support survivors through innovative strategies and partnerships. We have a staff team of 40, a board team of 17, and a 2023 operating budget of \$5.8 million. Learn more at www.lifewire.org.



Our Commitment to Racial Equity:

LifeWire is committed to the ongoing work of racial equity and social justice. We are actively working to change systems that perpetuate racism and inequality, beginning within our own organization. Over the last several years, we've taken steps to make our practices and policies more equitable. We've woven racial equity into our strategic plan and values, increased the diversity of our staff and board, reviewed our policies and practices with a racial equity lens, and trained our staff, board, and volunteers on anti-oppression work. We realize this work is never complete and we are committed to continuously investing in the importance of racial equity. [View our racial equity values.](#)

Our Organizational Culture:

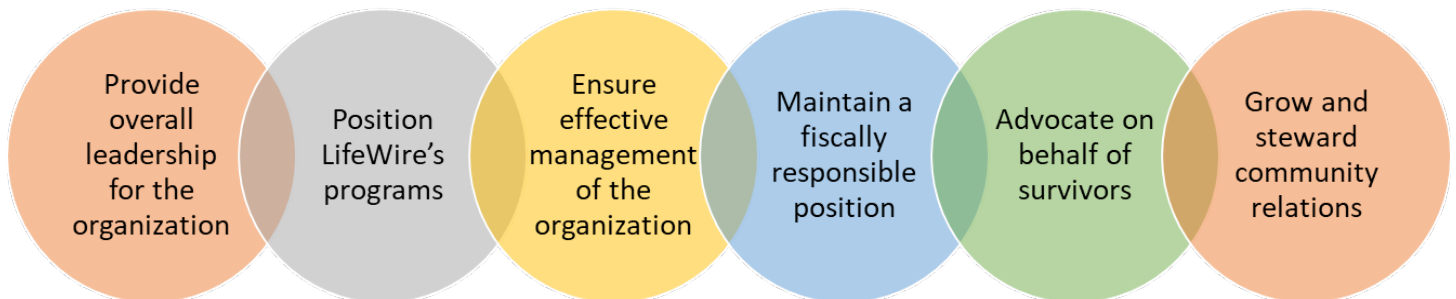
Innovative, survivor-centered, accountable, respectful, generous, and fun. LifeWire's culture is characterized by a passion for the mission, collaboration, accountability, and a results-oriented approach to impacting survivors' lives. We value an atmosphere of mutual support, respect, and transparency. An active sense of humor and hopeful optimism are important to the organization's ongoing success. We are dedicated to being accessible, inclusive, relevant, and responsive to survivors' needs. We continually assess our services and practices to improve programs as a result. We are committed to racial equity within our organization, and we aim to be change leaders in our community.

A New Shared Leadership Structure:

LifeWire is transitioning to a Co-Executive Director distributed leadership model. Two leaders will share responsibility for the overall health and operations of the organization while holding primary and secondary responsibilities unique to their roles. In this transition, LifeWire hopes to create an environment where the Co-Executive Directors can thrive in their partnership through shared accountability and responsibility. The organization will benefit as a result of distributed decision making, thereby dismantling the top-down power dynamic typically seen in organizations built on white supremacy and systems of power.

SHARED LEADERSHIP

The Co-ED's will each share responsibilities, in different ways and with a different emphasis, across the following six core performance areas:



Both workgroups are oriented around the north star as laid out by the organizations vision and mission. The Co-Executive Directors hold equal leadership responsibilities and partner together to ensure the organization has the foundation and human capabilities to be successful.



ABOUT THE POSITIONS

The Two Co-Executive Director Roles Are:

- **Co-Executive Director of Organizational Operations (open position)** whose primary responsibilities are to support operations of the organization including development, finances, operations, and management of 3 direct reports (Operations, Development, and Finance). Shared responsibility includes public relations and organizational culture.
- **Co-Executive Director of Survivor-Driven Services ([Karlah Ramirez-Tanori Bio](#))** whose primary responsibilities are to support the survivor-driven services of the organization including all services and housing, and management of 2 direct reports (Housing and Services). Shared responsibility includes public relations and organizational culture.

For a shared leadership model to be successful, Co-Executive Directors must be able to build an impeccable partnership, demonstrating the skill to lean on and challenge one another to produce results that are in the best interest of LifeWire, its employees, and the survivors we serve. Leaders must display nimbleness and flexibility as the organization leans into this new way of leadership thinking, behaving, and sharing.

Shared Position Qualifications:

For both Co-ED positions, ideal candidates will share the following key qualifications:

- At least five years of senior leadership and management experience at a community-based nonprofit organization.
- A bachelor's and master's degree in a related field is desired but not required.
- Demonstrated passion for and commitment to LifeWire's mission, values, and trauma-informed/survivor-driven approach.
- Demonstrated commitment, skill, and experience leading on social justice and racial equity.
- Highly inclusive, transparent, and collaborative decision-making style and experience.
- Strong communicator and relationship builder, instilling trust, and inspiration.
- Strong emphasis on accountability, learning, and innovation.
- Shared responsibility for fund development goals and implementation.

OVERVIEW

Specific Co-Executive Director Qualifications:

Each Co-Executive Director position has specific qualifications relevant to that position. These are summarized below.



Co-Executive Director of Organizational Operations (open position):

- Demonstrated experience in oversight of operational aspects of social service nonprofit organization including finance, HR, and fund development.
- Budget and financial management experience including managing multiple funding sources and grants; demonstrating skill to quickly learn financial processes.
- Staff management experience, including understanding of employment rights and relevant laws.
- Fundraising expertise: Understands how fundraising and finance intersect, demonstrated success in fundraising strategy; past experience with grant writing and pursuing grant opportunities.

Co-Executive Director of Survivor-Driven Services (filled):

- Demonstrated leadership experience in the human services field with prior program oversight in social services and housing. Seattle/King County experience a plus.
- Prior direct service experience in an agency serving survivors of domestic violence, approached through a trauma-informed lens. Knowledgeable of crisis management and de-escalation techniques.
- Finance and contracting: some knowledge of how programs and finance connect, program budgeting and monitoring, contracts, and compliance paperwork.
- Knowledge of and experience in legislative, legal, and policy issues related to and affecting support services and housing for domestic violence and sexual assault survivors at the local, state, and federal level.



SUBMISSION

Compensation and Benefits:

Annual Salary: \$130,000 for each Co-Executive Director

LifeWire offers a generous benefits package, including:

- 100% of employee premiums for excellent health, vision, dental plans including a health savings account and commuter transit pass.
- 401K with 2% employer retirement contributions after first year of employment.
- Employer-paid short-term disability and group life insurance coverage.
- 30 days of Paid Time Off (PTO), increasing to 33 days of PTO after five years, and 36 days of PTO after ten years.
- Ten paid holidays, plus two floating holidays.
- Flexible schedules and hybrid remote-work arrangements.

LifeWire plans to allow flexible work arrangements that will meet the needs of survivors while still allowing employees who would prefer to work from home to do so a few days per week.

Submission:

LifeWire is an equal opportunity/affirmative action employer:

Survivors of domestic violence and Black, Brown, Indigenous, and People of Color are encouraged to apply. Multilingual skills are valued. Fluency in Spanish, Mandarin, Russian, Vietnamese, or Korean is highly desirable.

To Apply: Please email a resume and cover letter expressing how the mission of LifeWire aligns with your personal and professional goals to search@teamlpa.com.

Submission Deadline: February 12, 2023