

NEHEMIAH INITIATIVE SEATTLE

Executive Director

Seattle (hybrid)

Salary: \$150,000 annually

Posted: June 11, 2024

As Nehemiah Initiative Seattle (NIS) continues to grow, we are thrilled to launch a search for our first ever Executive Director. Reporting to Donald King and the board of directors, this new Executive Director will oversee all administrative and programmatic functions of the organization including, but not limited to: communications, finances, fundraising, community relations, staff management and development, organizational strategy, and board management. They will be a dynamic leader with the capacity to streamline, update and align internal functions while executing the goals of NIS.

The ideal candidate will be a justice-oriented, thoughtful leader who is committed to the [mission and goals of Nehemiah Initiative Seattle](#) and enthusiastic about advancing NIS' work to fight displacement caused by gentrification through partnering with Black churches to build affordable housing on church-owned land. The new ED will have at least 10 years of progressive experience in nonprofit leadership, human resources, philanthropy, community organizing, or a related field. We are particularly interested in applicants who have successful experience in start-ups and can apply their expertise to this crucial phase in NIS' growth. More specifically, the ideal candidate will be a servant leader who is deeply interested in upgrading and aligning internal systems so that they support the mission. They will work to boost organizational relationships, enhance NIS' brand awareness in Seattle and the region, and position NIS to lean into its goal to build affordable homes across the state.

The most competitive candidates for this role will have lived experience as a Black American (or as a member of the African Diaspora) and have nuanced understanding of, and affinity for, the Black church as the nexus of collective activity in defense of freedom, of delivering of human services, supporting social justice and community-building. In addition, **the ideal candidate will have growing expertise in affordable housing development, anti-displacement movements, faith-based housing programs, real estate development, or a related field.** They will need to support these areas of expertise with tested skills in nonprofit management, organizational design, community engagement, and the strengths and challenges facing start-up organizations.

ABOUT NEHEMIAH INITIATIVE SEATTLE

Nehemiah Initiative Seattle (NIS) works to diminish the rate of the displacement of Black urban populations and attempts to retain the remaining Black residents and businesses by providing affordable housing and business space opportunities on property currently owned by Black faith-based organizations (FBOs).

As advocates for this cause, we provide:

- Property development potential assessments
- Property development technical knowledge training
- Predevelopment funding
- Community engagement
- Public policy guidance in an effort to empower predominately Black organizations in fostering economic growth and strengthening of a beloved community. Read more about [Martin Luther King's philosophy behind Beloved Community](#)

DUTIES AND RESPONSIBILITIES FACING THE EXECUTIVE DIRECTOR

The new Executive Director will be responsible for the following areas of work:

STRATEGY DEVELOPMENT & EXECUTION

- Partner with the NIS board to translate the vision into a strategy and develop programs, timelines, and goals that drive toward the mission
- Develop a cohesive, collaborative board, equipping them with the tools and knowledge necessary to represent NIS to potential partners and govern accordingly
- Synthesize the necessity, urgency and uniqueness of NIS into a compelling story that captivates and engages potential funders and church partners

OPERATIONAL OVERSIGHT

- Review and assess all organizational systems for compliance and alignment with the pacing and goals of NIS
- Partner with the Program Administrator to track progress on goals and objectives, and regularly evaluate program components, establish metrics for success
- Oversee the preparation of organizational reports to share with the board, funders, and other trusted stakeholders
- Initiate rigorous program evaluation and consistent quality management of finance and administration, fundraising, communications, establish and retain the technology and resources needed to ensure NIS operates as proficiently

FUNDRAISING & BRAND AWARENESS

- Maintain existing relationships with NIS funders across the sector
- Initiate and nurture new relationships and partnerships with regional and national philanthropies
- Collaborate with board, team members, and consultants to refine the NIS brand, including but not limited to: website and social media presence, public communication opportunities, board identity and activities, logo, etc

TEAM MANAGEMENT & DEVELOPMENT

- Develop a timeline and budget to recruit and onboard new team members including, but not limited to, a Development Director
- Partner with the Program Administrator on role clarity, workflow, expectations and responsibilities
- Oversee the contracts and expectations of all vendor and consultants for NIS

STAKEHOLDER RELATIONSHIP MANAGEMENT

- Build and maintain trust among current and prospective faith-based organizations (FBOs), their leadership and congregations
- Partner with board members to ascertain best practices for FBO intake, communication and engagement

IDEAL QUALIFICATIONS

While it is unlikely that one candidate will possess all of the qualifications listed below, we are hoping to meet candidates with many of the following:

- At least 10 years of professional experience in nonprofit leadership, including 5 years of progressive experience in fundraising, human resources, operations and administration, community development or related areas
- An innovative, courageous approach to new ideas with the ability to assess risk and reward and translate those realities to the board, team, funders, church and community partners
- A deep and unmovable appreciation for the Black church as a political and social incubator for Black Americans
- While a college degree is not necessarily required, the most competitive candidates will have formal and informal education in affordable housing, community development, gentrification, displacement, and faith-based housing development
- A growing expertise in affordable housing development, anti-displacement initiatives, community development, faith-based affordable housing development and related fields
- Curated leadership skills and a nuanced understanding of the metrics, pacing, processes and plans that support a start-up organization during the crucial first years of operations
- Exemplary relationship management techniques that balance team management, board management, funder engagement and community engagement required to set NIS up for success across all stakeholder groups

- A thoughtful, trusting management style with the ability to distill the strategy into immediate goals and the willingness to delegate tasks and oversee the Program Administrator and consultants

COMPENSATION AND BENEFITS DETAILS

The salary for this role is \$150,000 annually plus benefits, including but not limited to:

- Vacation, sick leave and family leave
- Healthcare insurance
- Home-based technology use reimbursement
- 401K retirement plan (after the first year of employment)

HOW TO APPLY

Nehemiah Initiative Seattle has retained the services of [Monday Morning Consultants](#) to lead this search. Please reach out to Erica Nicole Griffin and Jamie Joanou with questions or nominations (ericanicole@mondaymorningconsultants.com & Jamie@mondaymorningconsultants.com). Feel free to send a resume and cover letter/writing sample to apply@mondaymorningconsultants.com.