



UnityWorks job announcement.
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Executive Director Position

**Great opportunity for a leader with proven experience
looking to help create a more unified, just and peaceful world**

Overview: UnityWorks is a national nonprofit organization committed to a belief in the oneness of humanity, the value of diversity, and the need for unity. We are seeking a dynamic Executive Director who will be responsible for the Foundation's ongoing and timely progress towards achieving its mission: to promote cross-racial and cross-cultural understanding, inclusion and social justice, with a focus on K-12 schools. We are also opening our programs to business teams, nonprofits and community groups. The initial focus will be on growing the program in Washington State.

We work primarily with educators and community leaders, offering diversity training, educational resources and ongoing support. Our goals are to increase equity and reduce prejudice, promote culturally responsive teaching, close achievement and opportunity gaps, foster an inclusive school culture, and build local capacity for positive multicultural change.

Because of its positive impact, UnityWorks is receiving increasing attention from the media and professional organizations. You can view some [testimonials](#), [letters of support](#), [Got Unity?](#) (a short video on the program), and some [media coverage](#) of our efforts. Please visit our [website](#) for additional information.

Responsibilities

- Determine strategic goals in consultation with the Board, and develop a plan for achieving them
- Provide strong organizational leadership and effective program administration
- Raise awareness of the Foundation's mission, activities, products and services
- Spearhead business development, including marketing/promotion and sales
- Handle social media, newsletter, fliers, interviews and conference presentations
- Arrange for trainings and coordinate delivery of services in collaboration with lead trainer
- Assist with financial management and donor relations in collaboration with other staff
- Perform other mutually agreed upon tasks as requested by the Board

Reporting: The Executive Director will report to the COO for the first year, and directly to the Board thereafter. The ED's primary focus will be external (e.g. business development), while the COO will handle internal matters (e.g. staff training), in order to ensure a smooth transition to the new ED.

Location: The ED will work from their home office in Washington State, preferably in or near Yakima, in addition to regular meetings for orientation and training at the UnityWorks office in Yakima during the first year. The job requires a personal computer, printer and internet connection.

Commitment: This is currently a half-time position (approx. 20 hours/week). Work hours are flexible and may include periodic travel.

Qualifications: We are looking for a professional in the field of Nonprofit Management, Business Administration, or related field, who has a global perspective, a team spirit, and who is interested in learning and growing with us. Passionate individuals who fit the following criteria are encouraged to apply:

Education and Experience

- Bachelor's degree or higher, plus experience in one of the fields listed above.
- Some familiarity with the public education system, including administrative policies.
- Demonstrated project management experience, preferably in a nonprofit leadership role.
- Excellent written and oral communication skills, with a flair for creating engaging messages.
- Proven ability to disseminate these messages effectively to appropriate audiences using a variety of communications strategies, including newsletters, fliers, websites and social media.
- Experience in strategic planning, program administration, marketing, fundraising, donor relations, grant writing and reporting, fiscal management, project evaluation, filing systems and data management.
- Proficiency in Microsoft Office Suite; familiarity with Photoshop, MailChimp and graphic design a plus.
- Track record in establishing partnerships with other organizations and community leaders.
- Experience with public speaking, including conference presentations and media interviews.
- International work and travel and/or cross-cultural experience strongly preferred.

Personal Qualities

- A strong leader with integrity who can carry the UnityWorks vision, and inspire and empower others.
- Mature, confident, open-minded, respectful, fair, and one who models high ethical standards.
- Professional appearance and demeanor, strong interpersonal skills, capable of positively representing UnityWorks to others, whether in person, on the phone, or online.
- Self-starter, quick learner, responsible, focused, hardworking, punctual, meets deadlines.
- Relationship builder with a highly collaborative style, who can delegate effectively, who works well in a team setting, and who gives and accepts feedback in a spirit of learning.
- Creative, resourceful, flexible, pro-active, a problem solver with a positive can-do attitude.
- Highly organized, with attention to detail and excellent time-management skills.
- An implementer who enjoys developing and carrying out new initiatives.
- Comfortable working with people from diverse backgrounds.
- Enthusiasm for the UnityWorks mission and fundamental values of unity and justice.

Start Date: Open until filled. Preferred start date is mid April, 2020.

Salary: Base salary is \$35,000/year paid in monthly installments (\$70,000 FTE), plus a commission for each new training contract arranged, and a year-end bonus if successful in attracting sufficient new business.

Submissions: If you meet the criteria and are interested in learning and growing with us, please email a cover letter and resume with three professional references to: rgottlieb@unityworks.org. No phone calls please. Applications accepted through March 20, 2020.

Thank you for your interest in UnityWorks!

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UnityWorks is an equal opportunity employer. We are committed to building an inclusive organization that is safe and accessible, free from discrimination, and where all individuals are treated with fairness and respect. UnityWorks does not discriminate based on race, color, national or ethnic origin, sex, sexual orientation, gender identity, religion, age, disability, veteran's status, pregnancy, genetic information, or on any other basis protected by federal, state or local law.