



EXECUTIVE DIRECTOR JOB DESCRIPTION

Location:	Seattle, WA	Job Type:	Executive Management
Base Pay:	N/A		Nonprofit
Employee Type:	Full-Time Employee, Exempt	Req'd Education:	N/A
		Req'd Experience:	5 Years or more
Industry:	Not for Profit	Req'd Travel:	20-25%
Manages Others:	Yes	Relocation Covered:	No
Posted:	November 12, 2005		
Closing Date:	February 28, 2006		

FUNCTION

To provide leadership for MAVIN Foundation through advocacy in health, education and public policy for people within the mixed heritage and transracial adoption communities. Responsible for overall strategic planning, revenue generation, financial management, organizational development, staff management, and program operations.

RESPONSIBILITIES

Strategy and Planning

1. Develops and leads the strategy of the organization within the broad context of the local and national landscape by using performance measurements to guide strategic and operational decision-making.
2. Takes a leadership role in driving a collaborative process with the Board of Directors, staff and members that would result in the development of goals, objectives and operational plans for the organization.
3. Oversees preparation of the annual budget and other necessary financial documents. Provides information and justifications for Board of Directors in its budgetary review and approval process.
4. Cultivates a strong partnership with the Board of Directors in setting policies consistent with the mission of the MAVIN Foundation. Works, as needed, with all standing and ad hoc committees of the Board.

Organizational Management

1. Leads, motivates and develops staff and board so that they are passionate about what MAVIN Foundation has achieved and are committed to working effectively toward continual improvement.
2. Ensures the organization has diverse staff with skills appropriate to the needs of the position through people management activities including hiring, separation of employment, ongoing staff development, performance management, compensation and benefits.
3. Ascertains that employment policies are adhered to in all employment practices and partners with the Board to implement changes.
4. Ensures that organization has the appropriate systems, physical space, and technology to operate efficiently and effectively.

Fund Development

1. Manages all fund development activities, including grant writing, cultivation and stewardship of donors, event planning, and identifying new resources. Actively seeks and maintains a diverse donor base of individual, business, foundation and government segments.
2. Builds long term relationships with key donor segments based on mission, cultivation and stewardship, program outcomes and sound fiscal management.
3. Leads organization's financial growth in order to maintain healthy cash flow, provide full services to our constituents and maintain adequate reserves to support board-approved investments and risk-taking.

Public Relations/Advocacy

1. Promotes MAVIN's visibility and welfare through participation and membership in community forums, civic organizations and activities that are aligned with MAVIN's mission and vision.
2. Advocates at the local, state and federal level for the health, education and public policy issues that impact people within the mixed heritage and transracial adoption communities.
3. Develops a strategic marketing plan that provides a clear and concise message telling the organization's story. Oversees the execution of marketing and media relations.
4. Represents MAVIN in all media relations by participating in interviews, developing press releases and all other media type engagements.

Program Development and Implementation

1. Oversees and supports the development, design and delivery of program initiatives, assuring that the goals and objectives are aligned with MAVIN's overall strategic plan.
2. Oversees and supports the administrative components of all program services, including contract negotiations, contract and grant reporting and contracted work.
3. Provides for quality assurance monitoring of all MAVIN programs, assuring correction of any deficiencies in program services.

QUALIFICATIONS

1. A minimum of 5 years nonprofit work experience in comparable fields.
2. At least 3 years of demonstrated success in staff leadership, fundraising, partnership development and financial management.
3. Demonstrated success of effectively leading change and organizational growth through strategic planning.
4. Demonstrated knowledge of health, education and public policy issues that are faced by people within the mixed heritage and transracial adoption communities.
5. Demonstrated success in acquiring agency support through successful grant applications and general fund raising.
6. Strong fund development, marketing and public relations experience to successfully engage stakeholders, including funders, business partners, policy makers, media and communities.
7. Strong and effective oral and written communication skills.
8. Personal qualities that include integrity, commitment to MAVIN's mission, respect for diversity and the ability to inspire and motivate.
9. Must be Microsoft Office proficient, i.e. Word, PowerPoint, Excel, etc.

REPORTS TO

1. Board of Directors

SUPERVISES

1. Adoptee Empowerment Project Manager
2. MatchMaker Bone Marrow Project Manager
3. Operations Manager
4. Mixed Heritage Center Coordinator
5. Campus Awareness and Compliance Initiative Project Manager
6. Public Relations Manager
7. Volunteer Community Liaison
8. Miscellaneous Contract Employees

COMPENSATION/BENEFITS

The compensation and benefits package is competitive with comparable community-based nonprofits in the region.

TO APPLY

Interested individuals should email their cover letter, resume and three references no later than February 28, 2006 to hr@mavinfoundation.org. Applications will be reviewed on a rolling basis, so the Committee encourages qualified candidates to apply early.

MAVIN Foundation is an equal opportunity employer and is committed to a culturally diverse workplace.

This job description highlights the general nature of the work likely to be performed by MAVIN Foundation's new Executive Director. The actual duties, responsibilities and qualifications of the Executive Director may vary.