



Managing Director

OneAmerica's mission is to *advance the fundamental principles of democracy and justice by building power in immigrant communities.*

Employment type: Full-time, Exempt

Salary Range: \$95,00-\$110,000

Program Area: Finance and Operations

Reports To: Executive Director

OneAmerica is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

OneAmerica is a Seattle-based nonprofit whose mission is to *advance the fundamental principles of democracy and justice by building power in immigrant communities.*

SUMMARY

OneAmerica is seeking a **relational, visionary and detail-oriented Managing Director** to provide critical leadership and capacity for the organization's operations and strategic management infrastructure, directly supporting power-building efforts led by immigrant communities in Washington state. The Managing Director will lead with passion and motivation for structural change that is centered on power, relationships, movement building, and racial equity, building the internal capacity of OneAmerica to support our base of leaders across the state.

OneAmerica was established in 2001 by U.S. Representative Pramila Jayapal and has since grown to become a locally and nationally recognized leader in advancing immigrant, civil, and human rights. We utilize grassroots organizing, policy advocacy, and civic/electoral engagement to promote justice in three areas: immigration, education and early learning, and democracy. Our family of organizations consists of **OneAmerica** (501(c)3), **OneAmerica Votes** (501(c)4), and **OneAmerica Votes Justice Fund** (PAC).

Please see additional background on the Managing Director role and instructions for applying below.

BACKGROUND

OneAmerica is a vibrant and growing power-building organization that is committed to driving progressive social and political change for immigrants and refugees in Washington state.

Following four years of attacks under the Trump Administration, OneAmerica has worked to combat the

emboldened racism and xenophobia facing our communities, while also building the social and political power of immigrant and refugee communities in Washington state. In the past three years, among many wins, we have:

- Trained people to run for office, electing the most diverse state legislature in Washington's history with women of color in the forefront.
- Enacted the Washington Voting Rights Act to eliminate racially polarized voting and increase the representation of people of color in local office.
- Passed the most robust sanctuary city bill in the country, protecting immigrants from deportation, and establishing a state COVID-19 undocumented relief fund.
- Led campaigns to significantly expand bilingual education and improve the educational experiences of immigrants and students of color.

Given Washington state's current political climate and the momentum of years of important victories led by our members and partners, Washington is poised to lead the nation in bold policy and social change that will ensure immigrant communities thrive. At OneAmerica we strive to build a culture of co-governance both inside and outside our organization: centering leaders who are most impacted by systemic oppression to identify and move strategic solutions. We work to hold our elected leaders accountable to this model of governance as well.

OneAmerica has recently welcomed long-time team member, Roxana Norouzi, as the organization's new Executive Director. **As part of the planned leadership transition for the organization, the new Managing Director will work hand-in-hand as a key member of the Executive Team, leading daily operations, budget processes and planning, human resources, and foundation-specific development strategies.** As a new position within the organization, the Managing Director will bring an entrepreneurial spirit and a comfort with ambiguity as we work to strengthen our internal systems and operations, driving our work to build the power of immigrant communities in Washington state.

POSITION DESCRIPTION

The Managing Director will report to the Executive Director and will be responsible for the internal administration of OneAmerica with oversight of administrative and financial systems, organizational compliance, human resources, grant/foundation funding and team operations/physical infrastructure. The Managing Director will serve on the executive team and work as the "number two" in leadership of the organization. As a member of the Executive Team, the Managing Director will be involved in a range of strategic planning and internal initiatives. It is an exciting opportunity to apply a movement and power building lens to high level organizational administration. This executive will have direct management responsibility of two staff members and an overall team of four, which includes the Senior Human Resources and Operations Manager, Senior Bookkeeper, Operations Associate and Program Administrative Associate. They will also oversee our financial contractors.

The ideal candidate will bring a strong anti-racist and power analysis to this work, using their skills as a confident, relational leader to build authentic relationships while managing multiple priorities with impeccable follow-through. The ideal candidate will have a strong background in nonprofit management and be excited about working behind the scenes to strengthen a powerful immigrant rights organization. This position is based in our Seattle, WA office.

RESPONSIBILITIES

Financial Oversight, Planning & Strategy (20%)

- Provide overall financial strategy for OneAmerica. The ideal candidate will not only be able to demonstrate the relationship between OneAmerica's goals and resulting fundraising needs.
- Guide and manage the annual budgeting process and tracking

- Manage finance consultant to provide financial reporting to OneAmerica's staff team and board

Foundation/Grant Management (30%)

- Oversee management of organizational grants including managing foundation relationships and providing oversight and coordination for writing proposals, grant reports and budgets with lead staff
- Partner with the Executive Director to build relationships with foundation staff and strategize around potential future funding opportunities including planning funder briefings and cultivation opportunities
- Ensure record keeping is consistent and accurate
- Track and follow up on all next steps with foundations and grants with support of contract grant writer

Administrative & Operations Management (20%)

- Lead the organization's administrative and operational processes, with a goal of continuously developing and improving systems
- Direct management of the Finance & Operations Team including the Senior Manager for Human Resources, and finance contractors
- Manage effective functioning of the Human Resources and Operations systems
- Direct the compliance and regulatory functions of the organization via C3, C4 and PAC status
- Operate as a second in command to the Executive Director, fully versed in day-to-day operations of the organization and able to oversee operations in the absence of the Executive Director

Culture/Team Management (30%)

- Oversee staff management, performance and professional development of OneAmerica staff
- Manage staff feedback processes and support the ongoing development of internal culture and systems
- Support the senior leadership team/executive team to make key organizational decisions during times of absence of Executive Director and track progress towards goals via an organizational dashboard
- Provide on-going oversight and monitoring of program and operations staff and ensure that programs are adequately supported by staff, consultants, and volunteers
- Support staff to work collaboratively and effectively internally and externally
- Support staff in meeting their professional development goals, including managing professional development budget, identifying individual staff goals and creating and implementing systems of feedback to and from staff
- In collaboration with the team, help create and maintain an organizational culture that attracts and retains motivated, thoughtful, high-quality staff and volunteers

QUALIFICATIONS & REQUIREMENTS

The Managing Director will have a minimum of 10-plus years of experience, with at least five years managing the operations, fundraising, and/or financial administration of an organization. The successful candidate will have experience leading planning efforts and running operationally effective organizations that have multiple functional areas. The Managing Director must harness solutions in order to more quickly and efficiently, communicate resources needed for key activities and performance against plans. Nonprofit experience is a must, with a strong preference for someone who has operated in a fast growing environment.

Requirements

OneAmerica is seeking candidates who are detail oriented managers and leaders of teams. While no one candidate will embody all the qualifications below, our ideal candidate would bring:

- A strong analysis of power and racial equity with a commitment to build power in immigrant and refugee communities by leading with relationships
- 5-7 years of experience working in non-profit/labor/community organizing preferably in the areas of finance, operations, and human resources
- At least 5 years of experience in management
- Familiarity with the state and federal foundation landscape, and proven track record of foundation fundraising
- Detail oriented and organized
- Someone who is highly relational and also able to set a high bar for performance and execution of goals
- Strong management skills, as well as contract and technical competence
- Ability to solve problems or issues as they arise, guided by sound judgment
- A spirit of self-motivation, ownership, and collaborative initiative – ability to thrive independently and with a team, taking a project successfully from beginning to end with broad guidance
- Ability to thrive within a fast-paced environment while maintaining effective time management, organization methods, and adapting to changing needs and priorities to successfully meet program deliverables
- Proven effectiveness managing others, empowering them to make decisions and grow on their professional path
- Technologically savvy, with experience overseeing information technology staff or vendors
- Bilingual or multilingual assets and capacity preferred
- **OneAmerica is requiring all employees to be fully vaccinated against COVID-19, reasonable accommodations will be considered.**

COMPENSATION & BENEFITS

- Salary range is \$95,000-\$110,000 depending on qualifications and experience
- Comprehensive health insurance coverage, vision, dental, life insurance coverage, short- and long-term disability.
- 403(b) retirement plan, 5 weeks paid time off, paid family leave, ORCA transit card or vehicle stipend, and opportunities for sabbatical.
- OneAmerica is committed to employee growth and advancement, including professional development investments.

TO APPLY

OneAmerica is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

Please send your resume and cover letter to jobs@weareoneamerica.org with the subject line “Managing Director.” Your cover letter should describe your passion for building power in immigrant communities as well as your leadership experience in finance and operations. Due to the pace of OneAmerica’s transition process, candidates are encouraged to apply as soon as possible for priority consideration. Please see our website at www.weareoneamerica.org to learn more about OneAmerica.