



## **JOB DESCRIPTION**

### ***Director, WACF-IPI***

The Washington Association for Children and Families operates a 501(c)3 and a 501 (c)4, the WACF is the nonprofit association for Washington’s private child welfare providers, serving as a critical voice for these agencies as they work to strengthen families and champion bright futures for vulnerable children.

WACF was founded in 2014 and in 2018 was provided funding to hire its first Executive Director in 2020, WACF leaders launched the WACF Institute for Practice Improvement (IPI), a separate 501(c)(3) nonprofit organization as a way to cultivate new partnerships, practice improvements, and next level collaborations needed to resolve some of the most entrenched inequities and poorest outcomes within the foster care system. While WACF and WACF-IPI remain separate entities for legal and financial purposes, the two work closely together to achieve our shared vision.

The Washington Association for Children and Families (WACF) works in partnership with its members to drive administrative and legislative advocacy efforts to provide critical services to children, youth, and families. Those critical services ensure the safety, permanency, and well-being for children and families.

WACF also coordinates collaboration and conversation between private agencies and speaks with a unified voice on the behalf of children, youth, and families. Our vision is to build a sustainable coalition of private agencies in a measured and collaborative way that removes racism in the child welfare system.

The contributions of WACF and its member agencies are divided into four primary groups: Child Placing Agencies (CPAs), Intensive Services, Independent Living Services and Family Preservation and Support Services.

### **WACF Equity Commitment**

Members and staff shall commit to removing practices and policies that lead to poor outcomes for people of color in the child welfare system. WACF will ensure all policy, advocacy and practice improvement changes have a focus on removing racism. We value providing best practice that promotes improved outcomes for children and youth regardless of their economic status, sexual orientation, gender identity, race, ethnicity, language, or age.

### **Position Summary**

The Director, WACF Institute for Process Improvement will grow a new non-profit from start-up stage. WACF launched the Institute for Practice Improvement (WACF-IPI) in 2020 to provide practice improvement services including training, creating or expanding programs that are models for best

practice in child welfare, providing technical assistance and innovation. WACF-IPI focuses on achieving change by working with private agencies. Private agencies represent one in three foster parents in Washington, and 100% of providers delivering the other targeted service areas. The Director will work closely with the board of directors and the WACF Executive Director to refine the strategy, build the next multi-year plan, and build capacity of WACF to deliver on the goals of the IPI. We also expect the Director will grow a team as the work of the IPI expands.

### **Responsibilities:**

- Lead the development of a multi-year strategic plan, including identifying opportunities and selecting strategic priorities.
- Identify measures of success and develop a regular process for review and adjustment with the board of directors and executive director.
- Implement and monitor the strategic plan, with regular communication on status, learning and outcomes
- Manage the IPI board meetings and communications, including working with the Board President and Executive Director to set the monthly agenda and produce monthly written updates.
- Maintain relationships and regular communication with all board members and support search and onboarding of new board members.
- Lead the fundraising and partnership development strategy for the IPI.
- Develop and maintain relationships across WACF members and with external partners, representing WACF on committees and presenting WACF work.
- Manage the IPI budget and develop budget forecasts.
- Develop and implement a staffing strategy that will support the implementation of WACF IPI initiatives.
- Manage RFP processes to identify and select contract support and manage contractor quality and deliverables.
- Provide strategy and content for WACF IPI communication, including website, social media, status updates, reports for funders and reports or presentations regarding WACF IPI work.
- Manage, monitor and report on grant and philanthropy funded activities and budget.
- Lead and coordinate high priority projects
- Other duties as assigned

### **Qualifications**

- Committed to our mission of improving the lives of Washington's most vulnerable children, families, and communities
- Bachelor's degree in social work or other human services, preferred
- Experienced professionals, with at least 7 years of progressive leadership roles
- Able to navigate complex political environments and use relational skills to build a cohesive vision
- Experience leading collective impact is a plus
- Experience with design models such as Co-Design/Participatory Design, Design Thinking, Liberatory Design, a plus

- Skilled in data-driven decision making, using analytical skills to evaluate complex situations and recommend solutions. Proven ability to use data to inform action, improve outcomes, and draw attention to equity issues
- Experienced in strategic planning
- Results-oriented
- Creative in developing unique solutions to complex problems
- Flexible, adaptable, proactive, and persistent
- Strong interpersonal skills and ability to engage and connect to diverse groups and individuals
- Excellent public speaking, facilitation, and presentation skills, as well as strong written communication skills.
- Excellent project management skills; ability to multitask, meet deadlines, and balance priorities.
- Experience managing or supporting DEI initiatives, preferred
- Ability to work independently and collaboratively.
- Passion, experience with, and/or commitment to having, race equity, social justice, and cultural competence practice delivery.
- Proficiency in the Microsoft Office (Excel, Word, PowerPoint), and Google Workspace (Drive, Docs, Sheets, etc) ; knowledge of Excel or Google Sheets including pivot tables formulas to perform basic analyses

This job description is not intended to be and should not be construed as an all-inclusive list of the responsibilities, skills, efforts or working conditions associated with the position of the Director.

#### **Reports To**

Jill May, WACF Executive Director (<http://www.wachildrenandfamilies.org/>)

#### **Location**

Flexible. WACF does not have a central office location and the Executive Director works in flexible locations. The Project Manager would be expected to attend in person meetings when needed, locations vary. Travel to Olympia may be required to support the Executive Director and WACF members, as well as some travel elsewhere in Washington State. Travel expenses will be reimbursed.

#### **Compensation**

The approved salary range for this position full-time is between \$70,000 and \$85,000, depending on experience and qualifications. Employees also receive a health insurance stipend and generous paid time off. Part time applicants will be considered, but will not receive the same compensation or benefits.

#### **Employment Policy**

The Washington Association for Children & Families is an equal opportunity employer. Employment is based upon individual qualifications without regard to race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, disabilities, political ideology, sexual orientation, or any other legally protected status. We encourage applications from people of all backgrounds.

#### **How to Apply**

Send resume and cover letter to Linda Conchi [info@wachildrenandfamilies.org](mailto:info@wachildrenandfamilies.org) with "WACFIPI Director" in the subject line. It is preferred that attachments are in PDF format and are labeled YourName\_CoverLetter and YourName\_Resume.

Position is open until filled; priority consideration will be given to applications received by June 10, 2002. It is WACF's goal of having someone in place ASAP