



## **Eastern Washington Director**

The **Eastern Washington Director** at Washington Policy Center is the face of the organization east of the Cascades. The position serves a variety of functions including fundraising, event coordination, public speaking, policy expertise, board leadership and more. The Eastern Washington Director is one of the top fundraisers for the organization and is part of the senior leadership team – responsible for ensuring the effectiveness of Washington Policy Center in Eastern Washington. It reports directly to the President and CEO and works in coordination with the Development Director, Communications Director, Operations Manager and the Vice President for Research.

Washington Policy Center (WPC) is a non-profit, independent, public policy think tank that works to improve the lives of Washington state's citizens by providing accurate, high-quality and innovative solutions for policymakers, the media and the general public. We have a statewide staff of over 20 people, an annual budget of more than \$4 million, and offices located in Seattle and Spokane. We hold approximately 50 events per year ranging from exclusive gatherings of 15-30 people; to conferences and lunches for 200-500; and our annual fundraising gala, the Annual Dinner, with more than 2,500 attendees statewide.

### **Key Responsibilities:**

- Fundraising/making financial asks of supporters in Eastern Washington
- Budgeting/financial stewardship for Eastern Washington activities
- Coordination of events in Eastern Washington
- Public speaking before gatherings large and small at locations across Eastern Washington
- Fluent on top policy issues impacting Washington state
- Research/writing on top Eastern Washington issues
- Media representation on all platforms in coordination with the Communications Director
- Manager of Eastern Washington office
- Engage and lead Eastern Washington Advisory Board

### **Key Requirements:**

- Understand and support WPC's mission to promote free-market solutions through research and education in Washington state
- Proven public speaking skills
- Experience in successful fundraising/donor relations
- Frequent travel around Eastern Washington and Washington state
- Media experience across traditional and social media platforms
- Management/senior leadership experience
- Exemplary writing and research skills
- Clean driving record

### **Characteristics of a Successful Candidate:**

- Success in performing similar roles
- Excellent political instincts
- Relationships with media and leaders in Eastern Washington
- Comprehensive understanding of politics and policy of Washington State
- Ability to deliver success working independently and remotely
- Strong skills building and managing budgets
- Experienced with all forms of media
- Internal and External communication skills

- Strong writer
- Strong sense of personal accountability
- Natural ability to synergize with colleagues over distance and time
- Extremely high integrity
- Sense of humor and ability to project a positive culture

**Details/Benefits:**

- Start Date: As soon as possible
- Full-time position Monday-Friday, plus event attendance on evenings/weekends
- Location: This position works out of WPC's Spokane Office
- Compensation: \$100,000 to \$125,000 plus bonus
- Health Insurance: 90% employer-paid health insurance (medical/dental/vision) for employees and 80% for dependents
- Flexible Spending Account (FSA) – for pre-tax medical and dependent care expenses after six months
- 401(k) retirement with company match
- Vacation: 2 weeks paid, 11 paid holidays/year
- Sick/Safe Leave: 2 weeks/year
- Expense account reimbursement
- Costco Membership
- WPC provided automobile for official business

**To apply:**

Using the subject line "EWA Director Position", please send cover letter, resume and references to Braden Goodwin, [bgoodwin@washingtonpolicy.org](mailto:bgoodwin@washingtonpolicy.org).

Your cover letter should include the following:

- 1.) Describe your experience and how it provides an excellent fit for the position**
- 2.) Describe a few examples of your success in similar roles.**
- 3.) Describe your management philosophy**
- 4.) References**
- 5.) Salary requirements**