TITLE: Eastern Washington Director
REPORTS TO: Chief Executive Officer
LOCATION: Spokane, WA

To apply for this role, email your resume to Dan Cole, Chief of Staff, at dcole@washingtonpolicy.org.

About Washington Policy Center (WPC):
WPC improves lives of Washingtonians by promoting high-quality, non-partisan, evidence-based research to advance policy solutions for a better Washington state. As an independent, non-profit 501(c)(3) research and educational organization, we are statewide with offices in Seattle, Spokane and the Tri-Cities.

Our research program is based on eight areas of public policy: budget and taxes, environment, health care, education, small business, transportation, worker rights, and agriculture. Research topics are selected based on relevance to the people of Washington. WPC's goal is to develop factual research findings and clear policy recommendations to improve the lives of the people of Washington state, emphasizing the free market, individual liberty, and limited government. WPC is a dependable resource for legislators, the governor, other policymakers, news reporters, and the general public. All WPC research is free to all.

Washington Policy Center is funded through donations from a combination of individual supporters, foundation grants and businesses.

About this position:
We’re seeking an engaging, politically savvy, strategic leader who has energy and passion for WPC’s mission. 100 years ago, FDR convened a group that came up with the Columbia River Project – and look what that has delivered to our state. It’s time for another win like this! The Eastern Washington Director will have a compelling vision for the region to appeal to a broad constituency and will convene them in an effort to plot our future. How do we grow energy, agriculture, and maintain our plentiful water for the next 100 years? In this role, you’ll translate big visions into impactful actions that benefit the region and its people.

The Eastern Washington Director 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.

Among other things, here's what you'll do in this position:

- Drive fundraising/making financial asks of supporters in Eastern Washington.
- Lead budgeting/financial stewardship for Eastern Washington activities.
- Coordinate events in Eastern Washington. 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.
- Public speaking before gatherings large and small at locations across Eastern Washington.
- Remain current and be an informed speaker on top policy issues impacting Washington state.
- Conduct research and write about top Eastern Washington issues.
- In coordination with the Communications Director, facilitate media representation on all platforms.
- Serve as manager of the Eastern Washington office.
• Engage and lead the Eastern Washington Advisory Board.

Ideal qualifications we seek in a candidate:
• Significant years’ related professional experience, particularly in fundraising and donor relations.
• Advanced degree in a related field.
• Comprehensive understanding of politics and policy of Washington State.
• Effectiveness in a variety of formal presentation settings; both inside and outside the organization, and on both cool data and hot and controversial topics. Commands attention and can manage group processes during the presentation; can change tactics midstream when appropriate.
• Ability to effectively develop and convey information orally or in writing in a clear, succinct way in a variety of communication settings and styles.
• Solid executive presence, with ability to meaningfully engage as a senior leader and contributor to the organization’s strategy, budget, and operational plans, demonstrate high emotional intelligence, and have a high level of personal accountability.
• Media experience across traditional and social platforms.
• Existing relationships with media and leaders in Eastern Washington.

Additional information about this position:
This position requires a clean driving record, current driver’s license, and the ability to travel around Eastern Washington and Washington state.

The starting pay range for this role is $100,000 - $125,000 depending on experience and in consideration of the ideal qualifications listed above, plus performance bonus. Our benefits include health insurance (medical, dental, vision), flexible spending account, health savings account, and participation in our 401(k) plan. We also offer 2 weeks paid vacation (escalating in subsequent years of employment) and sick/safe leave as well as 11 paid holidays.