



## **Young Professionals Director**

### **About Washington Policy Center**

Washington Policy Center (WPC) is an independent, non-profit think tank that promotes sound public policy based on free-market solutions.

WPC improves the lives of Washington state's citizens by providing accurate, high-quality research for policymakers, the media and the general public. Headquartered in Seattle with satellite offices and full-time staff in Olympia and Eastern Washington, WPC publishes studies, sponsors events and conferences and educates citizens on the vital public policy issues facing our region. WPC has an annual budget of \$5 million and a full-time staff of 20. Broadcast, print, and online media throughout Washington and across the nation cover WPC's work regularly and seek out its policy experts for analysis and commentary. In addition, lawmakers routinely invite WPC to testify before legislative committees.

Through its research centers, Washington Policy Center focuses on eight core areas of public policy: Education, The Environment, Government Reform (budget & taxes, open government), Health Care, Small Business, Transportation, Agriculture, and Worker Rights.

At WPC we believe ideas, supported by sound research and promoted through publications, conferences and the media, over time, create an environment in which policymakers and citizens make sound public policy decisions. On average, we hold approximately 50 events each year. These range from exclusive gatherings of 20-30 people to conferences and lunches for 200-300 and our annual fundraising gala, the Annual Dinner, which encompasses 3 events across the state and gathers over 2,500 attendees.

### **WPC Young Professionals:**

WPC's Young Professionals (YP) program works to educate, empower and engage the next generation of free-market leaders, ages 18-40 years of age, across Washington state. Formed in 2010, the group is led by an active, 15-member advisory board made up of young business and community leaders.

The Young Professionals program is made up of over 200 members across the state and thousands of young people who attend WPC events. The program also focuses on reaching college campuses statewide through our YP College Club outreach. Currently, we have college clubs on four of Washington state's universities.

## **The Position:**

Washington Policy Center is searching for a Young Professionals Director to build upon the current momentum and take WPC YPs to the next level. This position is ideal for a highly motivated, self-starter who has skills in project management, event coordination, relationship building, communications & marketing, team management, and organization.

This position sits on the senior leadership team, reporting directly to the President and CEO and works closely with the Communications, Development and Eastern Washington teams. The YP Director manages a team of 1-3 people.

## **Key Responsibilities:**

- Oversee a 15-member Young Professionals advisory board who meets quarterly and in committees
- Develop and implement annual plan for Young Professionals program
- Track all membership information, event attendance and program metrics using WPC's CRM and report on status of goals and objectives to leadership quarterly
- Manage Young Professional expense budget
- Oversee Young Professionals College Club program, working closely with club leaders to implement strategy and growth on campus
- Manage team of 1-2 Young Professional Coordinators
- Coordinate Young Professionals Mentorship program
- Implement communications and marketing strategy using social media, podcast, and other forms of digital and print communication including all email communication to share WPC's mission and work with the YP demographic
- Responsible for retention and growth of Young Professional membership, including making membership asks over email, in the mail, on the phone and in person
- Coordinate Young Professional events ranging from book club meetings to Annual Summer Socials across the state
- Coordinate WPC's Young Professionals Annual Dinner attracting over 400 attendees and raising \$20,000 including procuring event sponsors and developing the event program
- Oversee WPC's Scholarship programs
- Assist in recruitment for WPC's internship program
- Develop member engagement strategy to further current and long-term organization goals that all interactions with our programs and reflect WPC's quality standards and mission
- Assist the development team with annual donor events, working closely to implement the YP program into all WPC does
- Work with all department leaders to maximize reach and growth of Young Professionals program

## **Key Qualifications:**

- Understand and support our mission to promote free-market solutions through research and education in Washington state
- High level of organization, attention to detail and the ability to manage and prioritize multiple projects at one time with success and accuracy
- Skilled with technology with the ability to quickly learn new programs
- Ability to interact accordingly with current and prospective members in person, through email and over the phone
- Public speaking at events and gatherings
- Ability to clearly communicate with employees in different roles
- Must exhibit sound judgment in confidential donor matters
- Experience with Microsoft Office products including Word and Excel
- Proficient writing skills
- Database experience preferred
- Program management, event coordination, communications and marketing experience preferred
- Ability to work occasional weekends, evenings and some in-state travel
- High energy
- Sense of humor
- High integrity

## **Details/Benefits:**

- Desired start date: As soon as possible
- Hours: Full-time, 8:30 AM-5:00 PM, Monday - Friday, occasional weekends and evenings for events
- Location: Based out of our Seattle Office (work-home-policy in effect)
- Compensation: DOE, \$45,000 - \$85,000
- Health Insurance: 90% employer-paid health (medical/dental/vision) insurance
- Flexible Spending Account (FSA) – for pre-tax medical and dependent care expenses
- 401(k) Retirement with company match
- Sick/Safe Leave: 2 weeks/year
- Costco Membership
- Vacation: 2 weeks paid (after 3 months), 10 paid holidays a year

**To apply, submit resume, cover letter, available start date, how you heard about the position and salary requirements. Please submit your application to:**

Braden Goodwin, Operations Manager, 206-937-9691, bgoodwin@washingtonpolicy.org