



May 28, 2024

Position Open: Senior Manager

The North Urban Human Services Alliance (NUHSA) is seeking a part-time Senior Manager to lead a regional leader in human services advocacy and support in North King County.

About NUHSA

The North Urban Human Services Alliance (NUHSA) is an alliance of nonprofit human service providers, faith organizations, city and county leadership, school districts and members of the community who advocate for a strong and accessible human services system in North King County (Woodinville, Bothell, Kenmore, Lake Forest Park, and Shoreline). Since 2009, NUHSA has championed the needs of human services providers and has successfully advocated for policies and funding that expand the infrastructure and capacity of providers to better serve our north end communities.

Position Overview

NUHSA is seeking a dynamic individual to work with the Board of Directors, organization members and community partners in advocating for a human services system that has the capacity and infrastructure to meet the current and emerging human services needs of our north-end communities. With the direction of the Board President and Executive Board, the Senior Manager will provide the operational leadership for the organization and oversee the day-to-day administration and communications. This is a remote position with some in-person meetings, predominantly in North King County.

Core Responsibilities include:

- **Organizational Management**
Plan and coordinate monthly member and community partner meetings and staff all organizational committees, events, and taskforce meetings.
- **Communications**
Ensure timely and responsive communication, both with internal and external stakeholders.
- **Financial Management**
Assist with development of annual budget, oversee the annual budget, and track monthly and yearly expenses with the President and Treasurer.

- **Board Relations**
Help recruit and support Board members to become active in committee leadership and participation.
- **Membership Development**
Support membership campaigns and build NUHSA's membership to further the organization's mission.
- **Public Relations & Marketing**
Increase the awareness of NUHSA and our work through promotion, social media, monthly newsletter, website maintenance and partnership building.
- **Monitor Issues & Trends**
Stay abreast of issues and policies that impact the human services sector and the communities they serve.

The Senior Manager, in partnership with the Board of Directors, may collaborate on the following:

- **Cultivating Impactful Partnerships**
Central to the work is fostering positive relationships with North King County human service providers, city staff, city and county elected officials, faith communities and community leaders.
- **Strategic Planning & Oversight**
Implementing the strategic goals and objectives of the organization and developing the strategies, initiatives, and policy recommendations necessary for furthering the mission of NUHSA.
- **Contract & Grant Management**
Managing contracts and applying for grants as needed.
- **Elevating Issues & Trends**
Strengthening the North King County community with opportunities to learn; collaborate with the Board to take action.
- **Organizational Sustainability**
Strengthening the capacity and sustainability of the organization through increased membership and the exploration of additional revenue streams.

Qualifications

NUHSA is seeking a candidate with 1-3 years' experience in a project management role, with an emphasis on coalition building, public policy and/or advocacy. We seek a highly organized and detail-oriented individual who can work well both independently and with a team.

An ideal candidate will have:

- Proven experience in advocacy, coalition building and/or community engagement.
- Experience and/or familiarity with the broad field of human services.
- Ability to actively bridge a wide range of cultural and organizational differences to develop an inclusive and welcoming space for participants, regardless of race, age, gender, ability, economic status, sexual orientation, or identity.
- Highly developed communication skills with demonstrated verbal, written, visual, media relations, social media, and digital expertise to enthusiastically advocate for human services, connect with a wide range of audiences, and respond creatively to challenges, opportunities, and community circumstances.
- A broad understanding of non-profit management, including board governance and operations.

- Demonstrated effective interpersonal skills, including the ability to develop new and enduring relationships with a wide variety of internal and external community stakeholders.
- Experience working with a Board of Directors to hold to a mutually agreed-upon set of success metrics.

Compensation & Benefits

- **Part-time:** Approximately 15-20 hours per week (variable and flexible).
- **Remote:** Much of the work is remote, but in-person meetings may be required to meet with Board members, community partners, elected officials, etc.
- **Compensation:** \$25-\$28 hourly rate dependent on experience.
- **Reimbursement:** All expenses related to the position, as approved by the annual budget adopted by the Board, or pre-approved by the Board Chair.
- **Flexible personal time off/vacation schedule:** Arranged through mutual agreement with the Executive Committee.

How to Apply:

Submit a resume and cover letter addressed to Heidi Shepherd, NUHSA Board Chair, at hfshepherd2216@gmail.com. This position will remain open until filled. However, to be considered during the first round of interviews, please submit your application no later than Friday, June 14th.