



Job Announcement: Executive Director

Southeast Effective Development (SEED) is a nonprofit organization founded in 1975. SEED's mission is to improve the quality of life in Southeast Seattle by creating partnerships and inspiring investments in housing, arts and economic development - with a special focus on residents with fewer opportunities and resources. SEED is a nationally recognized organization for their innovative programs such as youth employment training and SEEDArts, which promotes local artists and cultural events. SEED is often credited with being instrumental in reviving the historic Columbia City business district, improving access to health care for residents, expanding affordable housing in the area, and nurturing a vibrant arts scene in Rainier Valley. Visit the website, <https://www.seedseattle.org/> for more information.

SEED is seeking an experienced and vibrant individual to assume the leadership of the organization in the Executive Director position. This individual must have prior experience in economic development, housing development and the ability to create programs specific to the current needs of the people of Southeast Seattle.

Responsibilities include:

- Provide strong leadership and oversight of the organization and programs to ensure the SEED mission is supported by developing short- and long-term strategic plan and leading the execution. Responsible for creation of business plans and budgets that ensure project activities and business goals are executed on track.
- Establish, develop, and maintain positive relationships with government (local, state, and federal agencies), community and development partners (for profit and nonprofit), lending agencies, and key stakeholders.
- Monitor community and government (federal, state, and local) activities related to housing, economic and business development. If needed, adjust work plans and identify new opportunities for growth.
- Oversee the planning and development of new opportunities and projects by establishing objectives, budget, and timeline to move an opportunity from development to project status.

Required Qualifications:

- Master's degree in related field.
- Five years' experience leading a nonprofit organization dealing with housing, community, and economic development, arts, or related field.
- Strong verbal and written communication skills for external communications, including high level government executives, local community organizations, funders, and residents of Southeast Seattle.
- Lives in or is willing to relocate to Seattle (preferably Southeast Seattle) or King County.
- Knowledge of both public and private sectors, economic development, housing development, asset management, and arts programs.

- Experience in developing and guiding programs and projects with result-driven success.
- Demonstrated ability and experience in dealing with public and volunteer boards.
- Ability to work with a large and diverse number of public and private interests.
- Experience in managing an office environment and willing to be a hands-on working director.
- Fundraising knowledge and experience.
- High integrity and honesty with a history of public service and community involvement.
- Knowledge of business environments, marketing, and planning.
- Ability to think and address issues in an innovative and creative manner.
- Knowledge of local, state, and federal legislative regulations impacting development.

To Apply:

Send a cover letter, resume, and three references in a single PDF to: info@seedseattle.org. Please put "SEED Executive Director" in the subject line. Position open through May 31, 2020 or until filled. SEED is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status. Diverse candidates are encouraged to apply. In fairness to all candidates, SEED is not taking calls from individual applicants.