



## Job Description – Director of Connect Casino Road

Connect Casino Road (CCR) is an inclusive, innovative, and transformative collaboration of cross-sector partners that come together to identify, champion, resource, and bring to life the vision and dreams of the Casino Road community. It also refers specifically to the collaborative’s organizational backbone, which supports the operational and administrative activities of the collaborative. CCR acknowledges that many families are directly or indirectly influenced by generations of oppressive systems, and we strive to apply trauma-informed, two-generational, and anti-racist practices to every facet of our work. In our Casino Road community, families feel important, valued, and listened to. Families choose to live here to transform their own lives and to become agents of change. All of us feel interconnected, supported and like we belong, regardless of race, age, gender, language, culture or ability.

**Job Title:** Director, Connect Casino Road (CCR) **FLSA Status:** Salaried, Exempt  
**Reports to Title:** President and CEO of Community Foundation of Snohomish County  
(Backbone agency)\* **Class:** Regular full time, 40 hours/week

**Compensation:** \$68,000 - \$102,000 per year depending on experience. \$500 monthly medical stipend, PTO (paid time off) and 5% retirement match.

### SUMMARY

The Director of Connect Casino Road provides strategic leadership and day-to-day operations to a large, comprehensive community collaborative of 20+ organizations. The Director plans, directs, and manages innovations and solutions to improve programs, evaluation, fundraising, community engagement and partnerships. The Director works collaboratively in a complex system of partnerships, neighbors, donors and community leaders.

### ESSENTIAL FUNCTIONS AND DUTIES

Candidates that can demonstrate the ability to perform the duties of the position through any combination of experience or education are encouraged to apply.

#### **Strategic Leadership and Alignment (45%)**

- Facilitate and support the collaborative development of a community-wide set of strategies that will operationalize CCR’s vision and values and drive transformative change on Casino Road
- Work with cross-organizational teams to identify project priorities, coordinate development of goals and outcomes, and create and implement shared measurement systems.
- Implement and maintain oversight of annual planning and budgeting processes.
- Serve as a strong, neutral, and skilled facilitator who can guide the teams, partners, and stakeholders towards consensus, shared vision and results
- Identify and build deep relationships with cross-sector (education, social service, business, civic, etc.) partners across the greater Casino Road area
- Initiate advocacy efforts that align with CRR’s vision and mission

### **Funds Management and Development (20%)**

- Develop and implement a fundraising plan to expand CCR revenue with a focus on major gifts and grants.
- Build relationships and engage donor prospects in CCR programs. Conduct site visits and provide consistent donor communications and impact reporting.
- Research grant opportunities that align with CCR needs; meet with potential funders; write grant applications; prepare grant reports

### **Community Engagement & Communication (15%)**

- Align CCR priorities to community needs. Work closely with CCR's teams and community partners to ensure the integration of Casino Road residents into leadership and decision-making roles
- Represent CCR externally to partners, media, funders, policymakers, and community members
- Manage and support web and social media strategy

### **Data and Evaluation (5%)**

- Oversee the development and implementation of shared measurement systems that will track common outcomes and indicators across CCR; use results to inform learning and continuous improvement.
- Work with consultants, partner surveys and focus groups to develop evaluation and measurement benchmarks (inputs, activities, outputs, outcomes); create measurement and evaluation tools

### **General Operations (15%)**

- Provide supervision of employees, including hiring, training, and scheduling; assignment of work and review of work product; training; performance evaluations, salary evaluations and decisions, and disciplinary actions
- Oversee daily operations and establish and maintain appropriate systems for measuring necessary aspects of operational management, ensuring a healthy and supportive workplace culture
- Facilities oversight (ensuring space is meeting the needs of the user; cleaning/setting up space)
- Contract with and oversee work of consultants as appropriate

## **QUALIFICATIONS**

Candidates that can demonstrate the ability to perform the duties of the position through any combination of experience or education are encouraged to apply.

- Nonprofit management or leadership experience in public sector with at least two years of supervisory experience.
- General understanding of financial management principles, budget development, and reporting.
- Fundraising and donor relations experiences a plus.
- Demonstrated ability to apply the application of an equity and a racial justice lens in decision-making.
- Experience working with individuals of diverse views and backgrounds with demonstrated experience in communities of color and other under-represented groups and identities.
- General understanding of community-centered principles of engagement.
- Proficient in Word/Excel and willingness to be trained in software/database systems.
- Experience working in an immigrant community preferred.
- Lived experience as an immigrant and/or person of color preferred.
- Bi-lingual skills in English and Spanish preferred.
- Willingness to work occasional evening and weekend hours as needed.



### **PHYSICAL DEMANDS**

To successfully perform the essential duties of this position, an individual must be able to sit at a desk for four or more hours a day, and use office equipment, including phones and computer keyboards, for four or more hours per day. Individuals must be able to engage clients over the phone and in-person by voice. Regular attendance is an essential function of the job. Individuals may need to stoop, stand, and lift at least 25 pounds. Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions.

### **LIMITATIONS AND DISCLAIMER**

The above job description is meant to describe the general nature and level of work performed; it is not intended as an exhaustive list of all duties, responsibilities and skills for the position. Employees will be required to follow any other job-related instructions and to perform other duties requested by their supervisor in compliance with Federal and State laws. Requirements are representative of minimum levels of knowledge, skills and/or abilities necessary to perform each duty proficiently. Continued employment remains on an “at-will” basis.

### **HOW TO APPLY**

- Deadline: Open until filled. Applications will be reviewed on a rolling basis with initial review on November 19, 2021.
- Please email a resume and a brief description of your personal and professional experiences advancing race equity and social justice to Karri Matau, [karri@cf-sc.org](mailto:karri@cf-sc.org). With the subject line: Director of Connect Casino Road.
- For more information on Connect Casino Road [www.connectcasinoroad.org](http://www.connectcasinoroad.org) and [www.villageoncasinoroad.org](http://www.villageoncasinoroad.org) or for the Community Foundation you may visit our websites at [www.cf-sc.org](http://www.cf-sc.org)

\*The Community Foundation of Snohomish County (CFSC) serves as the backbone agency to Connect Casino Road through a fiscal sponsorship agreement. CFSC works in many roles including that of a funder, partner, and catalyst for change in Snohomish County. Our board and staff have been on a race equity and social justice journey. In 2020 we formed our first equity team to deepen our organizational values and culture. We are on a dedicated journey to dismantle racism and oppressive policies in our organization, in our teams and in ourselves. We are seeking a candidate to join in this journey. Our culture is one of learning and support. This position will be given opportunities to grow into the job. We provide mentoring and training opportunities and are committed to an inclusive culture. Candidates that can demonstrate the ability to perform the duties of the position through any combination of experience or education are encouraged to apply.