



**Dispute Resolution Center
OF THURSTON COUNTY**

**Apply your passion, experience and leadership skills to help build a more civil
and peaceful community as**

Executive Director

Are you looking for a rewarding non-profit leadership position in the Thurston County / south Mason County community? You will have an opportunity to make a positive, lasting impact as the Executive Director of the Dispute Resolution Center of Thurston County (DRC), leading a talented, dedicated team of staff and volunteers in the vital work of community-based conflict resolution. These services strengthen communities, workplaces, and families, with solutions that work for each individual's own needs and increase access to justice.

Reporting to the DRC's Board of Directors, the Executive Director is responsible for ensuring that the organization operates internally and externally in alignment with its strategic direction, mission, vision, and values, as well as leading the organization's staff and volunteers, and setting its culture and team expectations.

Essential Leadership Duties for this position include:

- ✓ Developing and leading functional operations of programming, staffing, and systems
- ✓ Leading financial accountability, fundraising, and implementation of strategic planning with the Board
- ✓ Ensuring a sustainable business model and industry alignment
- ✓ Supporting community collaboration by serving as a visible and trusted community leader
- ✓ Supervising and nurturing staff and volunteers, in collaboration with the Associate Director

Preferred qualifications for this position include education and/or experience in the non-profit sector and five years' experience working in positions of increasing leadership and responsibility with public and/or non-profit organizations.

Essential Skills and Abilities:

- Understanding of and commitment to the philosophy and roots of community-based mediation
- Sound knowledge of organizational and community development
- Commitment to work effectively with people from diverse backgrounds and perspectives
- Ability to form, supervise, coach, and maintain a cohesive, productive, and sustainable work team
- Excellent oral and written communication skills

[Click here to view the full job description.](#)

Organization & Community Profile

The Dispute Resolution Center of Thurston County (DRC) is a 501(c)3 not-for-profit organization, serving residents of Thurston and south Mason Counties, with a mission to ***empower people to resolve their disputes by providing conflict resolution services and training community members in those skills.***

The DRC is a member of Resolution Washington, a network of 21 community mediation centers serving residents across Washington State, Non-Profit Association of Washington, Washington Mediation Association, South Sound Partners for Philanthropy, and the National Association for Community Mediation.

Our Vision & Legacy

Since our founding in 1991, the DRC has advanced a vision of ***a South Sound community that has and uses healthy and respectful conflict resolution skills.*** That's a legacy of 33 years of empowering our neighbors to repair relationships, resolve disagreements, and communicate with respect and civility.



Our Values

We value personal empowerment, integrity, respect, collaboration, civility, and trust.

Our Commitment to Equity

We are committed to centering diversity, equity, inclusion, and social justice organizationally, and in our provision of services and programs for the community.

Our Services

The DRC offers a wide variety of resources for individuals, families, businesses, organizations and communities to help manage and resolve conflict, and to prevent conflict when possible.

Mediation - Our trained and certified mediators serve as impartial facilitators to help people in conflict work toward mutually beneficial agreements.

Conflict Resolution Resource Line - We provide conflict coaching, offer information and referrals, and arrange face-to-face mediations.

Housing Support – We provide voluntary landlord - tenant mediation and renter certification classes to help people maintain housing stability.

Group Facilitation - We help work teams and other groups run orderly and productive meetings, to achieve key goals.

Training - We provide customized training to businesses and organizations to prevent and manage workplace conflict, promote teamwork, and improve customer service.

Youth Empowerment & School Support - We partner with local schools to offer training and support to help the next generation communicate through conflict.

Restorative Justice Facilitated Dialogue - We partner with Thurston County Therapeutic Courts to help individuals affected by crime engage in difficult conversations to heal the harms caused.



Our Organization - By the Numbers

7,151 - People served in 2023

150 - Volunteers, including 90 certified volunteer mediators

13 - Staff (11.4 FTE)

\$1.2 Million - 2024 Operating budget

300+ - Individual, business, government and foundation financial supporters

Our Community

The DRC's primary service area is comprised of Thurston County and south Mason County - including the cities of Olympia, Lacey, Tumwater, Yelm and Shelton - with a total population of approximately 350,000 people.

Situated on the southern end of Puget Sound, mid-way between Seattle and Portland, the Greater Olympia area includes the Washington State Capitol and numerous state government agencies, as well as a fast-growing private-sector

business sector and a collaborative non-profit community. Our region is also blessed with a vibrant arts and culture scene, and a wealth of outdoor recreational opportunities.



Compensation & Benefits

This is a full-time, exempt position with an annual salary range of \$91,000 to \$112,000, depending on experience. Benefits offered include health insurance, paid holidays, paid personal leave, and agency-match contributions into a 403(b) retirement account up to 3% of pre-tax salary.

Application Process

To be considered for this position, please submit:

- Cover letter
- Resume
- Contact information for three references (one of which must be a supervisor)
- Your personal equity statement

to: board@mediatethurston.org with the Subject line "Executive Director Application"

or by mail to:

Dispute Resolution Center of Thurston County

Attn: Board of Directors

P.O. Box 6184

Olympia, WA 98507

Applicant review will begin March 29th.

Incomplete applications will not be reviewed.

Please direct questions to Jennifer Miller at (360) 956-1155 ext.105 or email

jmiller@mediatethurston.org