



Job Description

EXECUTIVE DIRECTOR

The Dispute Resolution Center empowers people to resolve their disputes by providing direct conflict resolution services and training community members in those skills. We envision a South Sound community that has and uses healthy and respectful conflict resolution skills. We value personal empowerment, integrity, respect, collaboration, civility, and trust.

With the roots of community mediation included in the 1964 Civil Rights Act, the story of the DRC in Thurston County began in 1990 with the simple notion that residents can settle their own disputes and learn how to communicate effectively with the help of others who have learned practical, teachable, and highly effective skills as impartial facilitators. The Dispute Resolution Center of Thurston County is one of 21 DRCs operating independently and collaboratively to serve Washington State.

REPORTING

The Executive Director is hired by the Board of Directors and reports to them regarding individual and organizational performance. The Executive Director receives an annual performance review.

RESPONSIBILITIES

The Executive Director is responsible for ensuring that the organization operates internally and externally in alignment with its strategic direction, mission, vision, and values. The Executive Director is the leader of the organization's managers who together implement the annual operations plan and oversee additional staff. The Executive Director also sets the organizational culture and team expectations, which include the following:

- As a learning organization, the Dispute Resolution Center staff and volunteers are encouraged to use a **strengths-based** approach and commit to adopting a **growth mindset**;
- All individuals take **responsibility** for what is theirs in words, thoughts, and actions (or lack thereof).
- All individuals show **commitment** to the vision of the organization and see how their work contributes to the whole without need for additional, individualized incentives.
- All individuals maintain a belief that there is no us and them, just us, and recognize that professional relationships are also personal. There must be continual commitment to **collaboration** and operating in good faith with one another, supporting successes and supporting areas of growth.



ESSENTIAL LEADERSHIP DUTIES

- Develop and lead functional operations of programming, staffing, and systems (30%)
- Lead financial accountability, fundraising, and implementation of strategic planning with the Board (20%)
- Ensure a sustainable business model and industry alignment (20%)
- Support community collaboration by serving as a visible and trusted community leader (15%)
- Supervise and nurture staff and volunteers with Associate Director (15%)

PREFERRED EDUCATION AND EXPERIENCE

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. Experience can include both paid and volunteer work.

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; and
- Excellent oral and written communication skills.

EXPECTATIONS OF TEAM MEMBERS

- All staff are expected to meaningfully engage in and contribute to ongoing learning and growth towards individual and collective awareness and action as it relates to development and stewardship of a diverse, equitable, inclusive organization that is representative of our broader community in volunteers, staff, and clients.

CONDITIONS OF EMPLOYMENT

This exempt position is semi-flexible at 40 hours/week. The salary range is \$91,000 to \$112,000, depending on experience. Benefits offered include pro-rated health coverage (based upon FTE), paid holidays, paid personal leave, and agency-match contributions into a 403(b) retirement account up to 3% of the position's pre-tax salary. If desired, a hybrid remote and onsite work schedule may be arranged.

The Dispute Resolution Center celebrates diversity and is dedicated to creating an environment of mutual respect, inclusivity, and empowerment, free of discrimination and harassment. Equal employment opportunities are available to all applicants and teammates without regard to race,



color, religion or belief, sex (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital, civil union, or domestic partnership status, physical, mental or sensory disability (that does not prohibit performance of essential job functions), genetic information, age, parental status, military service, or any other status protected under federal, state, or local law.

The Dispute Resolution Center is an at-will employer, which means that either employees or the DRC may terminate employment at any time, and for any or no reason. All new hires must successfully complete a 90-day probationary period, after which the decision to continue employment will be made.

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.

In accordance with Washington State law RCW 43.43.834, all applicants are asked to complete a disclosure questionnaire to be used in determining character, suitability, and competence to perform in the position applied. This includes disclosure of any professional complaints, investigations or revocations of certifications, degrees, or duties. Providing false information, including omission of a material fact, may result in denial of employment or in immediate dismissal. Further, all applicants are required to consent to a background check in connection with the employment application and for employment purposes.