



## TwispWorks Foundation Executive Director

### Job Description

#### MISSION

*To increase the economic and cultural vitality of the Methow Valley.*

#### VISION

*A diverse, collaborative community where opportunities thrive.*

#### SUMMARY

The Executive Director guides the TwispWorks Foundation (a 501 c(3) organization) in fulfilling its mission as outlined in the strategic plan, and by the Board of Directors. The Executive Director position is a full-time exempt position, reporting to the Board of Directors.

#### DUTIES AND RESPONSIBILITIES

The Executive Director leads by empowering and collaborating with the TwispWorks staff and by offering programmatic visioning to carry out the organization's mission in the following areas:

##### ORGANIZATIONAL PLANNING, DEVELOPMENT, AND LEADERSHIP

- Acts as a subject matter expert for rural economic development by targeting opportunities to increase economic and cultural vitality through programming and strategic partnerships.
- Leads an ongoing staff/board process to develop and implement a shared vision that focuses on achieving the organization's mission.
- Ensures the organization's compliance with its written strategic plan, including measurable goals and objectives consistent with the organization's mission.
- Creates organizational structures, job descriptions, and up-to-date work plans in each of the organization's main areas of operation: campus operation, partnerships, and programs.
- Works with the President of the Board of Directors to recruit, train, and retain Board members to ensure that strong leadership exists on the Board at all times to carry out TwispWorks' mission.
- Participates in continuing education, seminars, and workshops to develop and enhance skills in leadership and organizational management.

##### COMMUNICATIONS AND COMMUNITY RELATIONS

- Serves as the primary liaison with TwispWorks' Advisory Council.

- Leads valley-wide advocacy for economic and cultural development and represents the Methow valley in local, regional, and national economic and cultural development forums.
- Communicates effectively (written, verbal, and non-verbal) in formal and informal settings, large and small groups, and one-on-one environments.
- Actively participates in local, regional, and national economic and cultural development boards, government, chambers, etc., to garner resources and shepherd the TwispWorks mission.
- Identifies and promotes advocacy for issues related to equity and economic resilience.

### **RESOURCE AND OPERATIONAL MANAGEMENT**

- Prepares an annual operating budget for approval by the Board that reflects organizational capacity.
- Manages the budget including short-, mid-, and long-range financial forecasting and planning, and prepares (in conjunction with the Board Treasurer) financial reports on the organization's fiscal condition for each meeting of the Board of Directors.
- Ensures that all local, state, and federal regulatory requirements are met.

### **PERSONNEL MANAGEMENT**

- Selects and cultivates a diverse, equitable, and inclusive staff.
- Evaluates TwispWork's staffing model and resource allocation.
- Models effective behaviors and skills.
- Builds morale among staff, volunteers, and the Board of Directors.
- Directly and/or indirectly supervises staff and volunteers in a manner that ensures TwispWorks' goals and objectives are met.
- Delegates tasks and responsibilities effectively.
- Establishes clear and attainable performance standards for staff members.
- Conducts weekly one-on-one meetings with staff and conducts annual performance reviews with direct reports. Ensures that annual performance reviews are conducted by all supervisors.

## **PROGRAM/PARTNER DEVELOPMENT, IMPLEMENTATION, AND MANAGEMENT**

- Ensures quality programming that meets TwispWorks' mission.
- Initiates programs and partnerships to fulfill TwispWorks' mission as guided by the strategic plan.
- Regularly assesses programs for effectiveness and budgetary performance.
- Recommends the modification or discontinuance of programs as appropriate.

## **RESOURCE DEVELOPMENT**

- Ensures adequate financial resources to support organizational goals.
- Maintains positive relations with funders and regularly engages with major donors, granting foundations and agencies.
- Identifies new donors and funding sources on an ongoing basis.
- Works with the Associate Director to maintain and expand diversified sources of funding and organizational support.

## **VALUES AND ETHICS OF LEADERSHIP**

- Understands and models appropriate value systems, ethics, and moral leadership.
- Demonstrates a professional code of ethics and personal integrity.
- Explores and develops ways to find common ground in dealing with difficult and divisive issues.
- Demonstrates a commitment to diversity, equity, and inclusion through ongoing learning, and dissemination of this learning to others in the TwispWorks organization.

## **REQUIREMENTS**

- 3+ years in a senior management position in a nonprofit organization, foundation, government agency, or for-profit organization (with other deep nonprofit experience).

It is desired that the candidate:

- Has demonstrated success in designing and executing high-level fundraising strategies, programs and strategic partnerships.

- Has a proven track record of managing, mentoring, and inspiring a high-performing team to reach ambitious goals.
- Has knowledge of, and relationships within, the Methow valley community, regional agencies, and county/state government.
- Maintains a visible presence in the Methow Valley as the primary ambassador for TwispWorks.
- Has the ability to critically assess challenges and identify effective solutions.
- Possesses outstanding interpersonal skills and the ability to build strong relationships with a variety of stakeholders.
- Demonstrates alignment with the TwispWorks mission, values, and commitment to diversity, equity, and inclusion.
- Understands how to support small businesses within a rural community.
- Understands how to safely and effectively manage a 6.4 acre campus with 30+ businesses in operation.

**NOTE:** *Our organization works in partnership with the Methow Valley School District and many area nonprofits. In doing so we must be aware of and uphold the mission/vision of our partners.*

### **Wage, Benefits, and Scheduling**

This is a full-time exempt position. Pay is negotiable depending on experience, and includes medical, dental, and vision insurance. Generous paid time-off benefits are given along with professional development opportunities.

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TwispWorks fully embraces diversity, equity, and inclusion, and encourages people of traditionally under-represented people to apply.

TwispWorks strongly believes there is a 'right' person for this position, and reserves the right not to hire anyone at the end of this process.