

Dispute Resolution

CENTER of KING COUNTY

Full Time, Exempt. Salary Range: \$70K – \$85K (Commensurate with experience)

About Us

The Dispute Resolution Center of King County (KCDRC) is a non-profit agency established in 1986. We provide alternative dispute resolution (ADR) services and training to the people of King County, the most populous county in Washington State. We help people navigate through difficult situations with affordable mediation, facilitation, training and restorative practices. We operate with a small, extraordinarily smart staff and a pool of professional mediators and skilled volunteers who mediate more than 1,000 disputes each year. Fees are based on a sliding scale in accordance with ability to pay in the interest of providing full access to mediation services to the communities we serve. Disputes mediated include family cases, foreclosure prevention, business-consumer, landlord-tenant, elder care, workplace, and neighbor-neighbor. Mediation services are available at King County Small Claims Court and directly through our agency.

We are looking for a leader who is driven to build a viable economic engine that will allow us to meet the needs of the underserved. We passionately live our values of: service, collaboration, community, learning, equity, communication and ethics as we work to open pathways to understanding and solving conflict.

About the Executive Director Role

The Executive Director is responsible for overseeing agency administration and programs and achieving the strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

Executive Director's Key Functions:

- Board Governance: Works with the board in order to fulfill the organization's mission.
- Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.
- Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
- Organizational Management: Financial oversight, marketing and public relations efforts, vendor management, negotiation of vendor contracts, collaboration with county and state legislature, and leadership and management of agency staff.

Job Responsibilities:

- Planning and implementing agency strategy to achieve our mission.
- Being the face and voice of the KCDRC to our constituents, the media, and the general public.
- Building and sustaining complex relationships with peer, government and other organizations and utilizing those relationships to strategically enhance our mission.
- Managing and leading agency staff.
- Planning and operation of annual budget.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Overseeing marketing and communications efforts.
- Other duties as assigned by the Board of Directors.

About You:

- Education: You either have a degree in an associated discipline or you have years of deep work experience that supercedes the degrees.
- Experience: We would prefer have years of experience in mediation/ADR and non-profit management.
- Interpersonal Skills: You have the ability to work enthusiastically and cooperatively with staff, volunteers and the community.
- Leadership: You are an inspiring, motivational leader of high integrity.
- Diversity & Inclusion: You have demonstrated experience working effectively in diverse communities and recognize the values of diversity and inclusion.
- Financial Acumen: You have strong budget management skills including budget preparation, analysis, decision-making and reporting.
- Visionary: You can convey a vision of the KCDRC's strategic future to your staff, board, volunteers and donors that is exhilarating and makes others want to participate.
- Communicator: You have excellent written, verbal and listening skills.

Benefits include medical and dental insurance, paid holidays, sick leave, annual leave and a tax-deferred, SIMPLE IRA retirement plan with a 3% employer match.

The Dispute Resolution Center of King County (DRC) is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. We seek to engage people with diverse backgrounds in creating an inclusive and productive workplace.

To Apply

Send resume and cover letter highlighting interest in and qualifications for this position by email only to: Shandell Sosna at edkcdrc@outlook.com.

Submissions will be acknowledged via email and held confidentially. For questions, contact Shandell Sosna via email above. Position open until filled.