

Position: Deputy Director
Reports to: Executive Director
FLSA Status: Exempt
Category: Regular, Full-time
Location: Seattle, WA

SUMMARY:

Across the state, Washington has more science, technology, engineering, math (STEM), health care and trade jobs than it can fill, yet our higher education system cannot keep up with the demand for skilled employees. The Washington State Opportunity Scholarship (WSOS) is a unique, public-private partnership designed to address our talent shortage. WSOS fuels the state's economy by providing scholarships and a continuum of support services to low- and middle-income students who are pursuing high-demand post-secondary credentials in Washington state.

Reporting to the WSOS Executive Director, the Deputy Director is responsible for the overall design, conceptualization, implementation and evaluation of scalable, mission-aligned program strategies. In addition to leading the Scholar Services team, the Deputy Director will serve as an ambassador to engage employers across Washington state. As a key member of the leadership team, the Deputy Director works closely with the Executive Director to act as a steward of the organization's mission and collaborates on staff leadership and organizational development.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

Oversee Student Programming & Impact Reporting

- Lead the strategic planning of scalable, mission-aligned student programming, motivated by continuous improvement through ongoing visioning and refinement of offerings
- Design and manage project plans for executing the key pillars of programming support including peer mentorship, industry mentorship and other direct services across the baccalaureate, career & technical and any future scholarship programs
- Provide oversight of all scholarship administration policies from application to selection to ongoing eligibility, as well as the disbursement of scholarship funds
- Set and monitor ambitious goals and Key Performance Indicators in collaboration with directors that predict and track impact on student performance and outcomes
- Oversee production of annual legislative report and other external reporting mechanisms

Build Partnerships

- Serve as a second-in-command of the organization, representing WSOS at various community, legislative, education, philanthropic, fundraising and industry events as required to support and act as proxy for the WSOS Executive Director
- Engage key state leaders in education and industry as thought partners and contributors to Scholars' success; includes appealing to employers to serve as mentors and provide students with access to work-like experience and collaborating with professionals at higher education institutions across the state
- Participate in fund development activities to generate revenue in support of the WSOS Development Director and WSOS Executive Director

Co-Lead WSOS Staff & Mission

- Lead Scholar Services department (11 FTE as of August 2019), including supervising and developing three direct reports, setting and monitoring department budget and reporting results to the WSOS Executive Director
- Thought partner with WSOS Executive Director for strategic planning, organizational staffing and goal-setting; support planning and budgeting for organization
- Collaborate with the WSOS Executive Director to design and implement policies that foster a workplace culture that values the contributions of each team member and unlocks staff's full potential
- Make key decisions on behalf of leadership team
- Lead and model values and behavior aligned with WSOS culture and vision

POSITION REQUIREMENTS:

Education and Experience

- Bachelor's or higher in a related field, or equivalent experience
- Proven track record in a non-profit or higher-education environment with progressive leadership experience preferred
- Expertise in developing scalable strategies, identifying appropriate performance indicators and holding a team accountable for delivering excellent results
- Experience in building and maintaining excellent relationships with staff and partners
- Experience in recruiting, developing, motivating and retaining top talent by supporting a workplace culture that values innovation and inclusion

Core Competencies

- Demonstrate commitment to collaboration through active participation as a team member, focus on accomplishing team goals rather than a personal agenda
- Provide evidence of a growth mindset through: examples of taking initiative to expand knowledge and skills; regularly seeking coaching and feedback

- Show skills pertaining to developing and motivating others as shown by identifying and amplifying what drives individual performers to excel and reach maximum potential
- Demonstrate dedication to action that promotes social justice and racial equity

PREFERRED QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Staff management with a focus on human-centric leadership
- Best practices in scalable, statewide, higher-education student programming, specifically for students facing financial barriers, aimed to serve thousands of students simultaneously
- Developing performance metrics to set goals and measure results
- Systems of power and oppression and how they impact the lived experience of students of color, first-generation college students and students from low-income families

Skill in:

- Analyzing and using data as evidence to inform conclusions, develop strategy and drive continuous improvement, keeping students at the center of programming decisions
- Building relationships centered on shared motivations to organize diverse stakeholders to grow collective impact
- Motivating a team of highly capable direct reports to perform and deliver excellent results

Ability to:

- Engage in a strategic, solutions-driven approach to solving complex problems
- Communicate clearly and concisely with diverse audiences, both in writing and orally; equally comfortable speaking to business and political leaders as well as students from all backgrounds
- Thrive working independently in an energetic, fast-paced team environment
- Give and receive honest feedback - down, up and laterally
- Balance competing priorities in a cross-functional workspace

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:

- Valid Washington state driver's license or identification card
- Proof of a reliable means of transportation
- Must pass criminal background check

WASHINGTON STATE
OPPORTUNITY
SCHOLARSHIP

WORK ENVIRONMENT:

- Occasional lifting of up to 20 pounds; regular walking, sitting, bending, twisting, and reaching
- Completing work consistently on a personal computer
- Travel up to 25% of the time (overnight, across Washington state)

BENEFITS:

- Competitive salary commensurate with experience within \$108,000 to \$132,000 range
- Health, dental, vision and prescription coverage; long-term disability, short-term disability and life insurance
- Paid time off (PTO) and holidays
- Matching 401(k)

HOW TO APPLY:

The position will remain open until filled. To apply, please send all the following documents:

- Cover letter outlining your interest in the position
- Resume highlighting relevant aspects of your experience
- Personal diversity or equity statement (maximum of 300 words): *The purpose of this statement is to identify candidates who have professional skills, experience and/or willingness to engage in activities that would enhance organizational and educational equity.*

Please email the above to jobs@waopportunityscholarship.org

Equal employment opportunities and diverse staffing are fundamental principles of WSOS. To learn more about the Washington State Opportunity Scholarship, please visit www.waopportunityscholarship.org. People who have personal experience as a first-generation, under-resourced, or underrepresented student like the majority of those WSOS serves are especially encouraged to apply.