



**JUBILEE**  
WOMEN'S CENTER

Interviewing will begin in early December. Early applications are strongly encouraged. Applications submitted on or before **December 9, 2019** will be given full consideration.

**Apply Now**

## EXECUTIVE DIRECTOR OPPORTUNITY

**Jubilee Women's Center** is excited to announce a search for our next Executive Director. We are seeking a dynamic and compassionate social sector leader to join us in supporting women who are facing poverty, trauma, and homelessness make transformational changes in their lives. If you want your work to have genuine impact and you have a track record of success in fundraising, staff management and board development, we hope you will [apply!](#)

Jubilee Women's Center is unique in that we provide a holistic two-year program that offers women time to heal from trauma and crisis as they build new skills. We are not a traditional "homeless shelter"; instead, we are a multi-site residential program that works with each woman we serve to develop goals that will help her be successful personally and professionally. We offer support and education in employment readiness, financial security, and the life skills required to ensure her long term success.

Our next Executive Director will share our organization's deeply held values of **integrity, innovation, collaboration, empowerment, and transparency**. They will have the long-term vision, commitment, and patience to lead a multi-faceted organization as we walk along-side our participants during a challenging time in their lives.

# Jubilee Women's Center's Holistic Community of Care

## OUR MISSION

Our mission is to support women experiencing poverty to build stable and fulfilling futures, one extraordinary woman at a time. Led by the guiding principle that women of all races and cultures are to be treated with respect and dignity, Jubilee's programs and services empower women to make positive life changes.

Our two-year residential program provides affordable community housing, holistic support services, on-site case managers, learning opportunities, and a focus on employment readiness and financial security to advance each woman on her path out of poverty. Jubilee's unique program model includes 10 key development areas, each with its own objective:



## 10 KEY DEVELOPMENT AREAS

### Basic Needs

Meet housing, food and safety needs

### Physical Health

Address medical needs, create health maintenance plan

### Trauma, Depression & Mental Health

Stabilize mood, stay clean and sober

### Communication & Connections

Increase emotional awareness, cultural competency skills

### Legal

Resolve outstanding legal issues

### Stable Income (Employment or Education)

Determine career pathway, obtain a living wage job, gain education or vocational skills, or obtain benefits package

### Financial Health

Address debt, manage money

### Independent Housing

Attain and maintain stable, independent housing

### Personal Safety Net

Create communities that provide love and a sense of belonging

### Spiritual Health

Increase problem-solving skills, life balance, lack of prejudice

## ADDITIONAL SERVICES WE PROVIDE

Jubilee developed a **Learning & Opportunity Center (LOC)** to address challenges to self-sufficiency faced by our clients. With much of the subsidized housing dedicated to Rapid Rehousing, we are working to make sure that each woman graduating from our program can attain a living wage job and afford rent in a market-rate apartment. As a result, we place a special focus on employment readiness and financial security, creating opportunities towards career paths leading to living wage employment. In addition, we have a **Matched Savings Program** that supports clients in savings so they can afford first and last month's rent for a new apartment or house.

Jubilee also provides low-income women in the community with classes, computer access, referrals to resources, and free clothing. **Jubilee's free clothing boutique** is an important resource for **900 low-income and homeless women** annually in King County. For more information about JWC's programs, please visit our website at [www.jwcenter.org](http://www.jwcenter.org).




## Jubilee Women's Center's Impact

### WE ARE PROUD OF OUR 2018 ACCOMPLISHMENTS

**58**   
WOMEN RECEIVED  
HOUSING AND  
IN-DEPTH SERVICE

  
  
**35%**  
INCREASED  
THEIR INCOME  
  
  


**84%**  
  
MOVED TO  
INDEPENDENT  
HOUSING

  
**2100**  
WOMEN RECEIVED OTHER  
SERVICES INCLUDING  
COMPUTERS, CLASSES,  
REFERRALS, AND CLOTHING

  
**50%**  
GAINED  
EMPLOYMENT  


WE OFFER SUPPORT AND EDUCATION IN EMPLOYMENT READINESS, FINANCIAL SECURITY, AND THE LIFE SKILLS REQUIRED TO ENSURE HER LONG TERM SUCCESS.

# Organizational Overview

Jubilee Women's Center was founded by the Sisters of St. Joseph of Peace in 1983 and became a registered independent 501 c 3 in 1991. We have **4 residential locations**: our main site is on Capitol Hill, and right next door is the 612 House, which was purchased and renovated in 2008 with the support of generous donors. Sojourner Place, our University District residence, was deeded to Jubilee by the Sisters of Providence in 2014, and Martha's House on Capitol Hill was purchased and renovated with the support of generous donors in 2018, opening in 2019.

Jubilee Women's Center currently has **15 staff**, a growing board of **12-18 members**, and a cadre of committed volunteers. Our annual budget is approximately **\$1.5 million**, with funding coming primarily from individual donors, private foundations, events, and corporate giving. We also have earned revenue and an endowment.

## Executive Director Responsibilities and Goals

In collaboration with JWC's Board of Directors and staff team, the Executive Director (ED) is responsible for overall strategic and operational leadership of the organization. The ED has four direct reports: **the Operations Director, Development Director, Finance Director, and Facilities Manager**. In addition to overseeing the internal functions of the organization and acting as its ambassador and public face in the community, the new Executive Director will be focused on these strategic goals in the first year and beyond:



Sharing a meal with community volunteers



### SUSTAINABLE FUNDRAISING

**Increase and stabilize Jubilee's revenue sources.**

Strategies for success will include developing relationships that lead to diversified and increased major gifts from individuals, seeking and acquiring foundation and corporate grants and sponsorships, and the addition (or serious consideration) of public funding.



### PLANNING FOR STRATEGIC GROWTH

Work closely with our Board of Directors to plan for measured and strategic growth over time, to ensure that we are **fully utilizing the capacity in our existing facilities to support Jubilee's mission**, sustainably shepherding our resources, and ultimately increasing our mission impact.



### STAFF DEVELOPMENT AND TEAM BUILDING

Work collaboratively with our team of 15 staff to **deepen trust and develop clarity on roles and responsibilities** with a strong equity lens. As we are obviously engaged in a leadership transition and we also have many new staff, coming together around shared values, working efficiently across staff teams, and increasing our potential both as individual leaders and as a cohesive team are important goals for Year 1.



### MAINTAINING AND BUILDING COMMUNITY PARTNERSHIPS

**Expand and develop the web of support** for Jubilee's mission and services within our community through formal and informal partnerships with fellow non-profit organizations, coalitions, agencies and private entities. Promote Jubilee's long-term vision in the community.

# The Ideal Candidate

## SKILLS AND EXPERIENCE

- You bring a minimum of seven years senior leadership experience with evidence of increasing responsibility and success, preferably in the nonprofit space.
- You have a clear understanding of the issues, barriers, and systems that women dealing with homelessness must contend with.
- You are a confident community fundraiser with a demonstrated track record of requesting and receiving individual gifts and grants.
- You have demonstrated experience in growing, stabilizing and supporting staff teams through organizational growth and change, and developing the leaders working alongside you.
- You have a strong personal and professional commitment to anti-racist practices and leading with an equity lens, including actively promoting discussion, learning, and reflection around equity and inclusion.
- You have keen and sophisticated financial acumen, with a track record of successfully planning, budgeting and forecasting for nonprofit organizations.
- You have experience and enthusiasm in cultivating and working with nonprofit boards of directors and other volunteers.
- You have the ability to bring together four locations and multiple programs under an aligned vision and day to day teamwork.

## CHARACTERISTICS AND TRAITS

- You see the potential and deep humanity in women who are dealing with poverty and homelessness. You have the long-term vision, commitment and fortitude to walk along-side them as they work through our holistic program.
- You are transparent and collaborative with a well-developed sense of emotional intelligence.
- You lead with blend of clear expectations and a calm, warm demeanor.
- You are able to see opportunities, adapt to change, and create a new path forward when you need to.
- You thrive in a busy environment and are comfortable delegating work to others.



A class in session.

# Compensation and Benefits

This is a full-time exempt position that reports to the Board of Directors. The expected salary range is between **\$110,000 – \$130,000** per year, depending on experience and skills.

Jubilee Women's Center offers medical, dental and vision coverage, a 403(b) plan, disability insurance, and an EAP. Employees enjoy 3 weeks of vacation and 12 holidays per year, in addition to paid sick leave.

The Executive Director will work out of our main site on north Capitol Hill, where many of our residents live. It is located in a beautiful residential neighborhood with good access to transit and many services within walking distance. We have free parking onsite or nearby.



Jubilee's main office

# Commitment to Equity

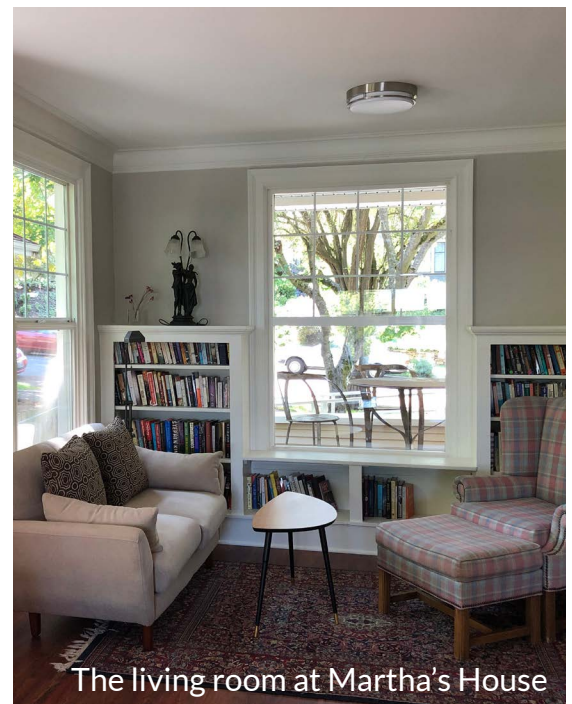
At Jubilee Women's Center we welcome people from all cultures and backgrounds. We strongly encourage applications from women, people of color, immigrants, refugees, people with disabilities, members of the LGBTQ community, and other underrepresented and historically marginalized groups.

# How to Apply

Apply online by clicking on this link: <https://cloversearchworks.recruiterbox.com/jobs/fk03d17?source=1>

*Online applications only, please no email or paper submissions.* You will be asked to upload a cover letter and resume. In your cover letter, please describe as specifically as you can how your experience and approach are a fit with Jubilee Women's Center's mission and leadership needs as described in this announcement.

**Applications received by December 9 will be given full consideration; early applications are strongly encouraged!** All applications will be acknowledged via an email receipt. Consideration will be given to applications as soon as they are received; in-person interviewing will begin in early December.



The living room at Martha's House



The search for this position is being facilitated by the team at **Clover Search Works**, a firm that provides a full range of search services to nonprofit organizations in the Pacific Northwest and beyond. Clover Search Works is honored to partner with Jubilee Women's Center in service to their mission and women in our community.

**Questions regarding this opportunity are welcomed and can be directed to Emily Anthony of Clover Search Works. Email:** [Emily@cloversearchworks.com](mailto:Emily@cloversearchworks.com) | **Phone:** 206.355.9132.