



Deputy Director Job Announcement

Organizational Overview

For a break from the business of life, more than four million people in Washington State turn to the same place for tranquility. Puget Sound – a vast body of water that stretches from British Columbia, Canada to Olympia, Washington – is home to salmon, seals, eagles, and whales. It is where we fish, swim and sail. It is what we look out at from the Bainbridge Island ferry or atop the Space Needle.

Puget Sound's health is our health: the key to our region's quality of life and economy, and the legacy we leave our children.

But like almost every other body of water in the world, Puget Sound has become polluted, and its shorelines and watersheds are seriously threatened by over-development. Orca whales and salmon are endangered and face threat of extinction. And if Orca and salmon cannot thrive in Puget Sound, neither can we.

To protect Puget Sound and restore its waters and beaches, thousands of Washingtonians turn to People For Puget Sound. For 17 years, People For Puget Sound has been the leading citizen organization working to protect our region's greatest jewel. Its staff and volunteers work to clean up beaches, protect and restore habitat, prevent oil spills, and educate both adults and children.

Now is a particularly exciting time for People For Puget Sound because of a new Washington state initiative to restore the Sound's health by 2020. People For Puget Sound has also entered into a major collaborative venture with The Trust for Public Land and The Nature Conservancy to protect and restore the shorelines of the Sound.

People For Puget Sound is a vibrant, growing organization with more than 5,000 member households, a highly engaged board of directors, a large volunteer corps and a staff of 30 in three offices. People For Puget Sound's current annual budget is \$2.9 million. The organization has a \$1 million-plus endowment, and a strong organizational commitment to strategic planning and program integration.

Position Summary

People For Puget Sound seeks a Deputy Director with strong leadership skills and management experience, an entrepreneurial spirit, a passion for preserving the environment and a gift for sharing and inspiring that passion in others. The Deputy Director is responsible for financial oversight and for the internal management of People For Puget Sound.

She/he reports directly to the Executive Director, and coordinates the organization's management team, made up of the directors of the organization's program areas—Science and Restoration; Policy; Communications, Education and Involvement; and Development. The Deputy Director works closely with the Board of Directors, especially the Strategic Planning Committee, the Investment Committee and the Treasurer, and is supported by an accountant and office manager.

Job Details:

Planning and Budgeting

- Guide the organization's ongoing strategic planning process, working with the Board Strategic Planning Committee
- Work as a part of the succession planning team (Executive Director has planned retirement in 2011).
- Coordinate long-term and annual goal-setting, work planning, budget preparation and tracking, and evaluation.

Financial Management

- Oversee finances and fiscal reports.
- Oversee investment portfolio, working with outside financial managers and Board investment committee.
- Supervise Accountant

Program Coordination and Integration

- Coordinate team leader meetings, identify needed decisions, troubleshoot throughout the organization.
- Provide management support to the executive director and Board
- Work with Executive Director and Team Leaders to achieve integrated and effective programs in support of our mission.
- Serve as People For Puget Sound's representative to Management Committee of Alliance For Puget Sound Shorelines—10 year partnership with The Nature Conservancy and Trust for Public Land
- Foster an energetic, dedicated, positive, team-spirited organization

Oversight of Internal Systems and Human Resources Management

- Manage and oversee implementation of human resources program, including personnel policies and processes
- Oversee facilities and internal systems
- Supervise Office Manager.

Representation of People For Puget Sound

- Act for the Executive Director as needed.
- Contribute to the visibility and credibility of People for Puget Sound, building and maintaining relationships with constituents, funders, government officials, members, partner organizations, businesses and others.
- By example and through training, develop all staff as effective ambassadors for the organization.

Qualifications

Required Skills & Experience

- **Commitment to mission** – passion for the environment: for protecting and restoring Puget Sound, and for educating people about the environment.
- **Management experience** – 3+ years of organizational management experience, preferably in the non-profit sector, including demonstrated success with planning, budgeting, staff supervision and financial management.
- **Leadership skills** – demonstrated experience leading peers, partners and subordinates.
- **Excellent communication skills** – ability to motivate people, foster teamwork, and guide staff. Excellent listening, public speaking, and writing skills.
- **Tech savvy** -- solid computer skills, including proficiency with Microsoft Office software.
- **Education** -- 4-year college degree.

Salary & Benefits

Starting salary depending on experience. Generous personal leave and benefits package, including four weeks paid vacation, and nine holidays. Health and dental insurance for employee and dependents. Retirement plan, tax-deferred savings through a 403(b) plan. Professional development opportunities.

To Apply

E-mail a 1-2 page **chronological** resume and 1-2 page cover letter explaining (1) what experience, skills, and personal traits qualify you for this position; (2) why the mission and work of People For Puget Sound appeals to you; and (3) why the Deputy Director position is the right next step for you in your career.

Send to:

ddsearch@pugetsound.org

For more information on People For Puget Sound see www.pugetsound.org