



Friends of Waterfront Seattle Deputy Director Job Description

About Friends of Waterfront Seattle and Waterfront Park

Friends of Waterfront Seattle (Friends) is the nonprofit partner to the City of Seattle that is helping to fund, build, steward, and program a new 20-acre public space along the downtown shoreline. Designed to provide access to the water, green spaces, elevated views, and cultural and recreational opportunities, Waterfront Park will be a place where residents from around the region and visitors from around the world can connect with nature and with one another.

In addition to raising \$110 million by 2024 to fund park construction, Friends will provide funding for and manage the programs and operations of the park through a joint-delivery partnership with the City of Seattle. Park construction is underway and is scheduled for completion in 2024. The rebuilt Pier 62 opened in the fall of 2020 and is being actively programmed by Friends.

As the nonprofit responsible for sustaining and programming the park in perpetuity, Friends aims to create inclusive spaces for community-driven cultural events, recreational activities, and educational opportunities that feel welcoming and safe for all people—particularly Black and Indigenous people, people of color, and other underserved communities.

Friends recognizes and acknowledges historic and existing systemic racism embedded in our city. We are committed to becoming an anti-racist organization by prioritizing racial equity within the organization and in the public spaces we operate.

Waterfront Park is situated on the land of the Coast Salish peoples, who have resided here since time immemorial and continue to thrive. With respect and humility, we acknowledge the history of the waterfront, the dispossession of land from the Coast Salish people, and, most importantly, the strength and resilience of Native people and their culture through this history and to the present. This acknowledgment serves as only the first step in honoring the land we occupy and the first peoples on that land. We recognize that the work to build and repair relationships with Native communities will be long and evolving.

The Role

Working closely with the Executive Director, the **Deputy Director** will oversee all internal operations at Friends, providing strategic oversight, overseeing implementation of all diversity, equity, and inclusion (DEI) policies and practices, and facilitating communication across the organization to further Friends' growth, organizational effectiveness, and impact. The position requires a person who is highly collaborative and can function with a high level of autonomy to help lead, manage, and prioritize multiple time-sensitive projects.

The **Deputy Director** will report to the executive director, whose focus will be on external matters including fundraising, public relations and communications, strategic policy, and partnerships. Senior leadership positions will report to the **Deputy Director**, whose focus will be internal.

The **Deputy Director** is a new role at Friends that offers an extraordinary opportunity for an individual who thrives in a learning culture, is a natural problem-solver and relationship builder, and is passionate about developing systems and structures to support a growing organization and foster an internal culture of trust and collaboration.

Responsibilities

People & Culture / Diversity, Equity, and Inclusion

- Maintain a vision of and focus on building an organizational culture of trust, collaboration, teamwork, and inclusion
- Oversee all People & Culture (Human Resources) policies, practices, and consultants to ensure accountability throughout the organization and adherence to DEI values
- Lead People & Culture initiatives, systems, and processes
- Ensure that DEI education is embedded in the organizational culture through regular conversations about race and equity in all-staff discussions, readings, and trainings
- Ensure that all staff use a DEI lens when working together and with consultants, partners, and vendors
- Ensure organizational adherence to an annual staff 360° performance review process, including evaluation of contributions to an inclusive workplace
- Ensure equity in all hiring processes, from start to finish
- Develop and oversee processes related to internal conflict mediation and personnel/performance management

Executive Partnership

- In consultation with the Executive Director, direct and coordinate all aspects of Friends internal operations
- Work with the Executive Director, Chief Financial Officer, and Finance and People & Culture Administrator to develop and monitor annual budgets
- Serve as a proxy for and advisor to the Executive Director in coordinating and aligning internal and external communications
- Regularly brief the Executive Director on organizational progress and help prioritize areas that require additional Executive Director involvement and guidance

- Support the Executive Director in managing and engaging the Board of Directors

Team Building & People Management

- Review and refine the organizational structure to support mission outcomes, internal efficiency, and a culture of trust, collaboration, and inclusion
- Oversee and manage the senior leadership team
- Work with the senior leadership team to oversee development of organization work plans and ensure that all staff implement specific work plans that support the longer-term goals of the organization
- Clearly communicate expectations to the senior leadership team, conducting and documenting regular check-ins that include positive and constructive feedback as a model for the entire organization

Strategic Planning & Oversight

- Work with the Executive Director to develop the organization's strategic plan
- Collaborate with the Executive Director to identify the organization's financial, programmatic, and DEI priorities and goals
- Provide oversight and direction for team-wide project planning and implementation activities

Qualifications

- Commitment to incorporating DEI practices and values in all facets of work and a demonstrated ability to work effectively with people from a range of social, ethnic, and cultural backgrounds
- Minimum of eight years of relevant experience in nonprofit management, including at least four years in a supervisory role
- Experience working closely with executive leadership, preferably with cross-functional experience as a deputy director or in a similar role
- Experience with People & Culture / Human Resources, with an emphasis on fostering an internal organizational culture of trust, collaboration, and inclusion
- Strong interpersonal and people management skills
- Superior organizational and project management skills
- High degree of financial literacy
- Exceptional writing, editing, and verbal communication skills
- Ability to adapt to and embrace change
- Ability to work effectively under pressure and manage competing demands
- Strong knowledge of operational systems and structures for facilitating collaboration within a dynamic organization
- Strong sense of accountability
- Sense of humor, positive attitude, and willingness to work in a collaborative environment
- Commitment to systems-driven solutions for scalable and sustained impact
- Must pass Friends background check

Compensation and Benefits

The Deputy Director is a full-time, exempt position. The annual salary range for this position is \$155,000 to \$175,000. Paid time off, health care and dental coverage, and transit pass are provided by the organization. Defined contribution retirement plan with 3% match by the organization is available.

Work Environment

The Deputy Director role is an in-office position (depending on current Seattle and King County COVID-19 public health restrictions) in Seattle, WA. This position is currently remote.

How to Apply

Please submit a one-page cover letter that explains: 1) what draws you to this organization and 2) how your professional and lived experiences have led you to this moment and prepared you to succeed in this role with Friends.

Submit the above document and a resume, and answer the application questions at the link below:

<https://friendsofwaterfrontseattle.bamboohr.com/jobs/view.php?id=38>

If you need assistance and/or accommodation during the application or recruiting process due to a disability, please note that in your submission.

Applications will be accepted until the position is filled.