



THE 360 GROUP
— EXPECT THE UNEXPECTED —

CareerWork\$

President

Position Description & Candidate Profile

President

Location

Seattle, WA

Reports to

CEO, Sheri and Les Biller Family Foundation and the CareerWork\$ Board of Directors

Our Client

CareerWork\$ is a national, nonprofit 501(c)3 workforce development and training organization with a vision to create an environment in which everyone can achieve meaningful careers, economic stability, and help all communities thrive. Based in Seattle as an independent program significantly supported by the Sheri and Les Biller Foundation, CareerWork\$ connects young adults from under-resourced communities to lasting, stable careers through training, building supportive partnerships advancing equitable economic stability. CareerWork\$ operates two industry-specific career training programs (financial services and non-clinical healthcare) in 12 markets around the United States. These programs teach the industry-specific knowledge and the customer-facing skills needed to succeed and advance in careers. CareerWork\$ recently created and launched a job readiness program, CareerWork\$ Ready, which can be applied to a wide variety of industries, providing an additional avenue for broader impact of the organization. All of the organization's programs are free for participants, and local training partners receive support to deploy the programs. In operation for 16 years, studies have demonstrated that employers are confident hiring CareerWork\$ graduates, resulting in very high placement, retention, and promotion rates for the program's graduates.

To operate these programs and maximize their impact, CareerWork\$:

- Partners with local workforce development and social services organizations—CareerWork\$' training partners—in cities around the country. They support recruiting, coaching, local fundraising, and employer connections in the communities in which they are based, all with financial support from CareerWork\$ and others
- Provides proprietary industry-specific curricula, a robust online learning platform, staff training, and ongoing support as training partners operate the program

- Engages employers in every step of the process, from building curricula to participant mentorship to skills development to a personalized job fair following graduation
- Collaborates with an active network of like-minded organizations, including industry associations, foundations, advocacy organizations, and workforce development coalitions, leveraging all their respective strengths to advance collective goals

CareerWork\$ has helped launch more than 4,300 meaningful careers to date. The model has proven effective and efficient, helping people from diverse communities gain access to jobs that create economic opportunity and transformation. With the results of two recent studies proving its success, the organization continues to explore how to scale and increase the number of people who can benefit from these programs.

As a high-functioning organization with a dedicated team, CareerWork\$ is guided by core values, which include respect, authenticity, curiosity, honesty and empathy.

Learn more about CareerWork\$ and its many inspiring graduates at <https://www.careerworks.org/>

Position Responsibilities

CareerWork\$ seeks a new President to serve as its executive leader. This role oversees the overall strategy of CareerWork\$, manages a team of talented Program Directors and staff, and works closely with the Board of Directors and Advisory Board to set goals and ensure progress toward them. Reporting directly to the Sheri and Les Biller Family Foundation CEO, this individual will have an understanding of workforce development, including landscape, key players, and emerging trends. The President will have sound business acumen and the ability to lead a multi-unit and multi-stakeholder enterprise. The President will oversee program operations and goals; ensure alignment with the Founders' vision, mission, and guiding principles; make strategic decisions to advance the organization; and, collaborate with a passionate and fun team to achieve CareerWork\$' mission.

More specifically, the President will be responsible for:

Strategic Leadership

- Working closely with the Foundation, Board of Directors, Founders and the Advisory Board to fulfill strategic goals in the CareerWork\$ program (*BankWork\$, CareerWork\$ Medical and CareerWork\$ Ready*)
- Articulating and continuing to build culture and mission within the CareerWork\$ ecosystem – its team, employers, partners and funders
- Working closely with the Director of Programs and Program Team to: expand CareerWork\$ programs to new markets; manage the relationship and performance outcomes of all training partners; identify and selectively partner with new organizations, and, contribute to the organization’s growing Community of Practice
- Partnering with the Director of Development to advance fundraising by identifying new philanthropic relationships to support CareerWork\$ operations, growth and expansion
- Expanding the public presence of the organization through public relations efforts and by representing CareerWork\$ locally and nationally to a wide variety of constituents including media, program partners, and employers
- In collaboration with the Foundation CEO, expanding and building influence in national and state policymaking by increasing awareness of CareerWork\$’ among decisionmakers through a variety of avenues
- Leading the team to evaluate the impact and effectiveness of the programs locally and nationally, using these findings to develop recommendations to update CareerWork\$ curriculum materials ensuring ongoing relevance to changes in the respective employer job requirements

Board Relations and Governance

- Developing and nurturing strong working relationships with members of the Board of Directors, the Advisory Board, the Foundation and the Founders
- Assisting the Board of Directors and Advisory Board in determining the short-term and long-term strategies for the organization; communicating organizational updates, sharing news, and inviting participation regularly

Finance, Operations and Administration

- Managing CareerWork\$ budgeting, legal oversight, and expense management
- Collaborating with administrative advisors on operations, support, and non-profit and funding partnerships

- Working with the team to build an annual budget for the organization, creating three-year forecasts of projected program expenses and key program outcomes

Team Leadership/Staff Management

- Building the team's capacity to achieve organization goals
- Directly managing the Director of Development, Operations and Finance, and Programs; providing leadership and guidance to all team members
- Creating and facilitating a culture of trust, growth, learning, support, and problem solving; maintaining an open and supportive environment for brainstorming and problem resolution; encouraging staff to take calculated risks and learn from mistakes; consistently prioritizing seeking out and understanding other points of view; and, demonstrating the highest level of integrity and trust to inspire the same from the team
- Embracing diversity and inclusion as strategic imperatives and developing tangible tactics for championing individual differences to high team member engagement and excellent program outcomes
- Creating growth opportunities for staff members and making staff development a top priority

Profile of the Successful Candidate

The next President of CareerWork\$ will be a strong leader with business expertise who is passionate about the mission to connect people from under-resourced communities to lasting, stable careers – and is equally enthusiastic about building supportive partnerships that advance equitable economic stability. The new President will also bring skills that drive sustainable growth. The new President will be able to appreciate how innovative training and strategic organizational growth can change lives and empower communities. The successful candidate will possess the ability to lead the scaling of a successful model, demonstrate the proven impacts of the program, work well with a diverse staff and colleagues across the country, and bring an equity lens to the work. Most importantly, CareerWork\$' next leader will be one who lives the organization's values.

More specifically, CareerWork\$ seeks a professional who has the following attributes:

- Ten or more years of relevant experience leading an organization that incorporates both business and non-profit principles; business experience is strongly preferred

- A strong belief in – and alignment with – the vision, mission and guiding principles of CareerWork\$
- Previous experience leading a multi-unit enterprise
- Strong working knowledge of business financials and familiarity in tracking and reporting on key success metrics
- Experience or knowledge of workforce development sector or a strong professional network in this area is desirable
- The ability to work and lead a nonprofit organization effectively within an organizational ecosystem involving a family foundation and a family office
- Comfort and experience with fundraising
- Strong written and verbal communications skills, including public speaking
- The ability to articulate and build respect for the culture and mission among the CareerWork\$ team, employers, service providers and funders
- Strategic acumen that balances short-term issues and longer-term organizational needs, challenges, and growth opportunities
- A willingness and ability to get things done in a “roll up one’s sleeves” fashion
- Knowledge of best practices in non-profit governance, staff management and development, financial controls and regulatory compliance
- A sense of humor to lead a dynamic and engaging team
- A leadership style that places a high emphasis on coaching and mentoring
- The ability and willingness to travel nationally

Start Timeframe

We seek to have someone in place by the first quarter of 2023.

Compensation

This position offers a competitive salary and includes a comprehensive benefits package. We actively welcome all candidates from a wide range of backgrounds who have the skills to fulfill this role – regardless of compensation history.

To Apply

All applications are held in strict confidence. Please submit your credentials and a letter of interest through our private applicant portal to The 360 Group at:

<https://the360group.us/portal/>

Applications should be directed to the attention of Vincent Robinson, Managing Partner or Melissa Ulum, Of Counsel. Applications will be reviewed on a rolling basis. Earlier applicants may receive priority consideration. To be considered, The

360 Group encourages all interested candidates to submit their applications promptly, via the confidential applicant portal linked above.

At The 360 Group, we know that a richly diverse mix of professionals makes organizations more effective. Using that principle as our “North Star,” we make diversity a hallmark of our firm, and all of our search engagements.

Learn more about The 360 Group at the360group.us.