



Retired Public Employees Council of Washington

Executive Director Position Announcement (salary negotiable)

The Organization

The Retired Public Employees Council of Washington (RPEC) is a member-driven, non-profit (501.c.5) membership organization affiliated with the American Federation of State, County, and Municipal Employees (AFSCME). We advocate for thousands of retired public employees across Washington State and keep them informed on the latest developments affecting their retirement security. We facilitate members advocating for continued full funding for pensions and healthcare, as well as other priority issues to retirees at both the state and federal levels.

In addition to its affiliation with AFSCME and the Washington State Labor Council (WSLC), RPEC is also a member of many outside nonprofit organizations with whom we share a community of interest.

RPEC is a dynamic organization which is taking the necessary steps to reach its great potential. The organization is highly respected both as a political force and as a recognized leader in retiree issues, not only with our elected officials but with other active and retired employee organizations as well.

RPEC is a dues-supported organization, allowing the Executive Director to focus on important priorities of the job, including member recruitment. Our small team of skilled staff provide for an agile organization and plenty of opportunity for a creative leader to enhance the organization and their own skills. The Executive Director is presented with an opportunity to work in partnership with a diverse, skilled, and experienced leadership group on the Executive Board.

Because we coordinate with important coalition partners who are also advocating for retirees (public and private sector) and seniors, our scope can be broad and the opportunities to excel are numerous.

The Position

Seeking an experienced Executive Director in the non-profit sector to oversee operations, functions, and activities of the Retired Public Employees Council of Washington (RPEC), in accordance with the RPEC Constitution. This position is based in Olympia, Washington. The Executive Director will be responsible for giving the proper strategic direction and implementing a high-quality vision. We are looking for an excellent Executive Director who is an influential manager with an ability to lead, motivate, and inspire. They should have great communication skills (speech and writing) and be able to build a successful work team. The Executive Director should understand our immediate and long-term goals.

The Executive Director's goal is to lead our organization toward an increased successful outcome of our mission. The position requires a thorough understanding of the legislative process and the ability to advocate for legislation pertaining to retired public employees. They will be aware of current economic and legislative trends related to retiree and senior populations and be able to guide the organization in a productive, sustainable direction.

We are looking for a highly focused and mission-driven person. We want someone who believes in the importance of ensuring sustained retirement security for the former state and local government employees who have committed their careers to public service in Washington state. The Executive Director will be creative and have a visionary spirit and be able to consider and guide the long-term path of the organization.

EXECUTIVE DIRECTOR EDUCATION AND TRAINING REQUIREMENTS Preferably, the Executive Director candidate has a bachelor's degree or the equivalent experience in an advocacy-fostering field such as public administration, political science, labor relations or labor law, or equivalent year for year experience.

EXECUTIVE DIRECTOR EXPERIENCE REQUIREMENT

The best executive director candidates are experienced at the highest level of their field. The ideal candidate will have years of relevant knowledge in multiple disciplines to allow them to work seamlessly with the organization's leadership and committees (legislative, political action, membership, communications, and finance). The preferred candidate will have at least 2 years of experience in a senior leadership position, including supervising employees and contracted employees and services, or the equivalent experience.

POSITION RESPONSIBILITIES

- Manage all components of the legislative advocacy program, including regular legislative update information and calls to RPEC members.
- Executive leadership and organization management.
- Executive Board collaboration.
- Financial management and administration.
- External relations and communications.

DAILY DUTIES

- Coordinates troubleshooting to assist chapter leaders who routinely get difficult member inquiries on a wide range of issues such as Medicare enrollment.
- Research and prepare policy and status reports and present their findings to the state-elected Executive Board, providing recommendations for changes, updates, and Executive Board action.
- Supervise a part-time contract lobbyist and work team of four (4) professionals. Train employees in the importance of the modern labor movement. Keep employees informed and engaged in the organization's activities so they can successfully carry out their duties. Regular communication and feedback is essential to team building and problem resolution.
- Attend meetings with the Executive Board, committee chairs, member chapters and their elected leadership, allied organizations, and other people who influence the success of the organization.
- Cultivate relationships with coalition partners, business, labor, senior and community-based organizations, and state / national agencies.

- Speak to a wide range of audiences and advocate for the organization's priority issues.
- Travel to events and locations across the state.

COMPENSATION

This professional opportunity offers the ability to make a significant positive impact on the lives of retirees in Washington State. The position provides a competitive salary (between \$75,000 - \$93,000) with generous paid sick / vacation leave, thirteen (13) paid holidays, health insurance, and a defined benefit pension package. (Estimated employer contributions for health insurance and pension costs range from \$21,000 to \$23,500.) The starting compensation is dependent on experience.

HOW TO APPLY

For immediate consideration, please send your resume, cover letter, and salary requirements, in a PDF format, to RPEC Hiring Committee via: jobs@rpecwa.org. Use the subject title: "RPEC Executive Director Search"

The Hiring Committee will begin review of applications and expressions of interest immediately and continue on a confidential basis until an appointment is made.

The Retired Public Employees Council of Washington (RPEC) is an Equal Opportunity Employer and encourages diversity and equity in all facets of the organization's work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability status, protected veteran status, or other protected class.