

# WH!PSMART

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**All candidates must be a Washington resident or willing to relocate for this position.**

[Whipsmart](#) is seeking a full time Deputy Director who has passion for creativity and the creative economy. The Deputy Director will report to the executive management team which includes Executive Director Amy Lillard and Director of Finance and Operations Julie Daman.

The successful candidate will be an inspired thought leader working with the executive management team on strategy and directly supervising programs, advocacy work and fundraising initiatives. In addition to drafting annual work plans, the Deputy Director will evaluate the effectiveness of programs and policies and offer proposed solutions to any anticipated challenges. The Deputy Director will be a gifted public speaker and be comfortable representing Whipsmart in the community at both small and large gatherings.

We are looking for someone with programmatic strategy, management and organization development experience. The ideal candidate will have excellent written and verbal communication skills and will be creative, knowledgeable about our mission, and enjoy working collaboratively with a wide variety of stakeholders. The ideal candidate will be a strong problem solver with the ability to pivot and shift seamlessly in a small, fast paced environment. The position is 100% remote with some travel expected.

## **Responsibilities / Skills**

- Draft, maintain and execute an annual strategy and work plan for programs and fundraising efforts
- Effectively communicate the organization's values, achievement and impact to internal and external audiences, including media, Board members, staff and partner organizations
- Build and maintain collaborative relationships with major donors and philanthropic institutions that support the organization's work
- A passion for detail and excellence in all facets and forms of communications
- Demonstrated ability to work effectively and manage creative entrepreneurs, community partners and elected officials
- Able to distinguish 'signals' from 'noise' when assessing program impact
- Enjoys the challenge of a high paced work environment and can deal with change and last minute deadlines with grace and professionalism
- Attend meetings, conferences and / or industry events as needed
- Highly responsive: Manages relationships, correspondence and documents in a timely manner

## **Required Qualifications:**

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- Combined 7-10 years of senior management experience in a non profit focused on program design, fundraising, and advocacy
- Exceptional visionary and strategic thinking skills to chart program direction that results in clear operational goals
- Strong communication skills including experience with media and public relations strategy as well as public presentations
- Track record of commitment to diversity, equity and inclusion and sensitivity to the unique concerns of individuals from underrepresented communities
- Resourcefulness and strong organizational skills essential
- Exceptionally strong technical skills including expertise with Google Workspace, Microsoft Word, Excel, Power Point
- Some travel may be required

## ***Desired Qualifications:***

- Start-up mindset, ready to dig in and get things done
- Working knowledge of the creative economy is an asset

## **Compensation:**

- \$113,000 - \$125,000
- Health / Dental / Vision Insurance
- 401K Retirement Plan and Employer Contribution
- 2 weeks of vacation (accrued) plus 6 days of Sick and Safe Time (accrued)
- 11 Paid Holidays Annually
- 1 Floating Holiday (to be used at the employee's discretion)
- Work from Home Reimbursement

## **Who We Are:**

At Whipsmart, we are unapologetic advocates for creative businesses and the people who run them. We give creative business owners the tools they need to succeed and level up. Founded in 2020, we are the only statewide trade association in Washington State dedicated to supporting creative workers and creative businesses.

Our goal is no less than to make Washington known as a global hub for creativity, and we work each and every day to build a stronger, more resilient economy that values creative people and creative businesses as the fundamental building blocks for success.

Whipsmart is the partner organization of [Washington Filmworks](#).

To apply, **please send a resume and cover letter to [Resumes@bewhipsmart.org](mailto:Resumes@bewhipsmart.org) by Friday, February 3rd.** No calls please.