



WASHINGTON STATE
 "Your employer of choice"

Office of Financial Management
 Olympia, Washington

NOW HIRING

Position open until filled. Note: Interviews are expected to begin during the week of January 8, 2018 with a targeted hire date of February 12, 2018.

Executive Director, Serve Washington

EXEMPT RECRUITMENT

The Office of Financial Management (OFM) is a non-represented agency. If you have applied for previous openings at OFM, and are interested in this position, please reapply.

Special note: In accordance with WAC 357-19-195, employees who left classified service to accept exempt employment have the right to return to the highest class of position in which the employee previously held permanent status, or to a position of similar nature and salary, provided the employee was not terminated from an exempt position for gross misconduct or malfeasance.

SALARY AND BENEFITS

Salary range of consideration is \$94,000 – 105,060 plus a competitive [benefits package](#) that includes paid vacation and sick leave; health, life and disability insurance; retirement; options, flexible work schedules; training opportunities; and leave for military service.

PROCESS

The top candidates will be contacted directly to interview for this position. Because the selection will be based on information provided by you, it is in your best interest to identify the knowledge, skills and abilities that address the mandatory and desirable qualifications described below.

Interested applicants should submit the following:

1. A letter of interest describing specific qualifications.
2. A current resume detailing applicable experience, education and current salary.
3. A list of at least three professional references with current telephone numbers.
4. Personal Data sheet
www.ofm.wa.gov/jobs/datasheet.doc.



Please send completed application packets by mail, fax or email to:

Office of Financial Management
 Employee Services
 PO Box 43113
 Olympia, WA 98504-3113
 Fax: 360-586-0051
 Email: ofmhr@ofm.wa.gov

POSITION DESCRIPTION AND DUTIES

The Office of Financial Management (OFM) provides vital information, fiscal services and policy support that the Governor, Legislature and state agencies need to serve the people of Washington State.

Serve Washington, established through a Governor's Executive Order issued in February 1994, administers federal funds received from the Corporation for National and Community Service (CNCS) with the goal of improving lives, strengthening communities, and fostering civic participation through service and volunteering. Federal authorizing legislation requires the Governor to establish a State Service Commission in order for the state to be eligible to receive federal funding. Serve Washington staffs a twenty-member Governor-appointed commission.

The Executive Director is appointed by the OFM Director and serves as Washington's ranking national service professional and as the primary advisor on national service investments that promotes service and volunteerism as effective strategies to build vibrant and caring communities throughout Washington.

The Executive Director administers the federal national service investment awarded to the State of Washington and as such must continuously develop new partnerships to grow and expand national service. This unique position must work effectively with the federal cognizant agency, members of Congress and their staff, local elected officials, subgrantees in the nonprofit and local government sectors, volunteers and AmeriCorps members to build and sustain an effective volunteer ecosystem.

Duties

Serve Washington administers approximately \$16.3 million in federal funding each year from CNCS to support AmeriCorps national service programs which address community needs in six areas identified by the Edward M. Kennedy Serve America Act: 1) Disaster Services; 2) Economic Opportunity; 3) Education; 4) Environmental Stewardship; 5) Healthy Futures; and 6) Veterans and Military Families. Each year, up to twenty sub-grantees engage over 1,500 AmeriCorps members in service at nonprofits, schools, faith-based organizations, and units of government.

The incumbent in this position manages and directs the work of six (6) professional staff members and is responsible for:

- Complying with federal requirements pertaining to state service commissions in the National and Community Service Act of 1990 (NCSA), as amended at 42 U.S.C. § 12638;
- Seeking additional sources of non-federal funds, especially private funds, to meet matching requirements and build upon existing service initiatives;
- Providing recommendations to the Governor pertaining to congressional and/or legislative policy initiatives that promote the ethic of service;
- Identifying existing and new policies or practices that lead to the expansion of national service opportunities in Washington state and support federal efforts on expanding national service;
- Providing the leadership and vision, alongside local volunteer organizations, civic and community groups, and units of government, to make service a part of the lives of all Washingtonians.

QUALIFICATIONS AND CORE COMPETENCIES

Required qualifications

BA/BS and four (4) years of senior-level, professional experience in the national service sector. Additional qualifying experience may substitute for the education requirements. In addition, three years of experience supervising or managing professional-level staff is required.

Note: Senior-level qualifying experience may include: responsibility for major fund development efforts: developing, analyzing, and/or implementing public policies; managing or coordinating government programs; performing program research and analysis; analyzing proposed legislation, etc.

The ideal candidate will have:

- Knowledge of the NCSA of 1990, as amended by the Serve America Act (42 U.S.C. 12501 et seq.) and the implementing regulations at 45 CFR Chapter XXV
- Excellent problem solving skills, using proven methods
- Experience with an understanding of conducting a grant applications process
- An ability to compete for and manage a multi-million dollar budget
- Experience in change management
- Excellent presentation skills
- Self-driven work ethic
- Effective in building cross program collaboration,
- An ability to and confidence in working with senior executives and elected officials
- An ability to motivate self and supervise, manage and direct the work of others
- Techniques to translate broad initiatives or policies into value propositions that all can understand and share

The Office of Financial Management is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, and ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam-era veterans are encouraged to apply. Persons needing accommodation in the application process, or who wish to receive this job announcement in an alternative format, may call 360-725-0158 or the Telecommunications Device for the Deaf: 711 Relay.