

# Director, Equity and Justice

## King County Regional Homelessness Authority

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**Role Title:** Director, Equity and Justice

**Salary Range:** \$90,000 - \$130,000

### Organizational Overview

The King County Regional Homelessness Authority (the Authority) oversees all homelessness related programming and prevention initiatives in the Seattle/King County region. Created via an interlocal agreement between the City of Seattle and King County in 2019 the Authority is charged with building and implementing a regional approach to ending homelessness in King County. To accomplish this, the Authority is specifically tasked with:

1. Engaging and centering people with lived experience;
2. Focusing on justice-based approaches in order to actively address disproportionalities in the population experiencing homelessness; and
3. Integrating the perspectives of a wide range of stakeholders across King County through a sub-regional planning process that recognizes the unique attributes of communities within the county.

The Authority is currently in its founding era and is looking for dynamic and skilled leaders at all levels.

### Team Overview

The Executive Team within the Authority is responsible for strategy development, implementation, and overall oversight of the agency. Housed directly within this team are core workstreams, including: innovation, equity and administrative support. The team has direct lines of interaction with all offices across the agency.

### Role Description

The **Director, Equity and Justice** is a part of the Executive Office and supports cross-agency operations in support of its mission to provide high-quality, customer-centered services to King County community members through a series of initiatives and programs that support the Authority mission of ending homelessness in the region with a focus on communications and external affairs. This includes oversight of strategy design and implementation for equity and justice initiatives for the agency, including, but not limited to: customer engagement protocols, systems for evaluating and responding to the needs of historically marginalized populations, community engagement initiatives, and internal communications and external communications with key stakeholders about equity and justice work (i.e., Governance leaders, county, state and federal agency officials, community partners and customers).

The Director for Equity and Justice will partner closely with the CEO, Department Chiefs, the Implementation and Governing Boards of the Regional Authority, as well as elected officials and community members across the county to design strategy and oversee the Regional Authority,

day-to-day. This includes significant collaboration with the Chief of Staff, HR and Community Engagement/ Impact leaders, as well as work with a portfolio of external stakeholders.

Reporting directly to the *Deputy CEO/Chief of Staff*, this role is a part of the Authority leadership team. This role has up to 1-2+ direct reports and holds 4+ strong dotted line relationships across offices. This role will be ultimately accountable to the CEO and people experiencing homelessness and will be held to the processes that customers of the Regional Authority's services, community groups, and frontline staff establish to ensure that accountability.

**Accountabilities:**

**Diversity, Equity, Inclusion (DEI) and Justice (DEI/J) Strategy Development and Integration (30%)**

- Lead the development of the authority's DEI and Justice strategy for the agency, in alignment with the agency strategic plan with significant support for the Deputy CEO/Chief of Staff, Director of HR and Direct Service/Programmatic Leads (Chiefs), The Ombudsperson, and external stakeholders (with a focus on individuals with lived experience)
- Support the organizational strategic planning process with support from department Chiefs and in collaboration with the CEO/Chief of staff; Lead the co-design of DEI/J related goals in partnership with Chiefs overseeing non-DEI/J specific workstreams

**Direct Implementation and/or Oversight of Strategic DEI/J Initiatives (50%)**

- Lead the integration of the alignment of goals across the organization and drive cross-team collaboration
- Serve as a direct owner and/or project manager for a portfolio of high-priority special DEI/J specific projects, as needed, including: Preparing and/or providing relevant updates for key partners (i.e., in town halls, board meetings, council sessions, media, etc.)
- Create continuous feedback loops with internal and external stakeholder groups to inform community engagement, partnership/resourcing needs and intergovernmental affairs into communications strategy in partnership with other Chiefs
- Lead the on-going growth and development of systems and structures to organize and manage the day-to-day implementation of operations of equity initiatives
- Lead the co-design of core leadership bodies to ensure DEI/J specific initiatives are launched and/or continued with the Deputy CEO/Chief of Staff and other related stakeholders
- Lead the on-going improvement process of the DEI related strategy in support of the changing needs of the agency, focused on providing service to agency customers
- Grow and/or develop a diverse, highly skilled team to execute programming and initiatives and drive continuous improvement oversight; directly supervise 1-2+ direct reports
- Model a customer-centric work style through leadership and personal accountability towards inclusive practices
- Serve as a core external ambassador of the Regional Authority, in support of the CEO and/or in their absence

- Maintain strong dotted line relationships with the Deputy CEO/Chief of Staff, community leaders and HR staff to inform the ongoing refinement/continuous improvement of communications strategy for aligned stakeholder groups
- Ensure relevant methods of communication are leveraged to maximize engagement for internal stakeholders based upon the needs of the group, differentiating outreach methods, as required

### **Minimum Requirements**

- 10+ years of related work experience in human resources, community relations/engagement or a related field
- Expert level fluency in DEI/J related competencies/subject matter
- Demonstrable track record of designing and implementing DEI/J frameworks in large organizations
- 10+ of the government, non-profit, or related field, preferred
- Experience in the housing and homelessness sector, preferred
- Budget management experience, preferred
- Proficiency/comfort using technology and data
- Demonstrated ability to analyze data sets and create policy recommendations in line with available data
- Demonstrated ability working across a large region and navigating diverse stakeholder groups
- Demonstrated ability to work across systems in pursuit of the goal ending homelessness

### **Additional Requirements**

- Ability to undertake routine travel around the region in order to meet with key stakeholders.
- Experience working across government agencies (preference for both local and federal experience) and related structures/governing bodies
- A track record of success in operations, partnership and/or board management
- Experience designing and operating programs and conducting data-driven continuous improvement processes
- Superior oral and written communication skills
- Experience managing large teams; a commitment to differentiating management to support success, growth and development of a diverse workforce
- Exceptional planning, organizing, and prioritizing skills in order to manage a diverse workload, multiple demands, and deadline sensitive projects
- A high level of customer service orientation and attention to detail

- Ability to provide and accept feedback
- Ability to work in and across several communication platforms, including social networks and cloud-based systems
- Strong attention to detail, accuracy, timeliness

**EEO STATEMENT**

The King County Regional Homelessness Authority is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on the basis of race, creed, religion, color, national origin, age, alienage or citizenship status, ancestry, nationality, national origin, marital or domestic partnership or civil union status, familial status, sex, pregnancy, gender identity, or any other characteristic protected by federal, state or local law. The Authority will provide reasonable accommodations for qualified individuals with disabilities.