

NoHLA

Northwest Health Law Advocates



CO-EXECUTIVE DIRECTOR OF OPERATIONS

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ABOUT NOHLA

Founded 25 years ago in Seattle, Washington, Northwest Health Law Advocates (NoHLA) began with a mission to champion healthcare rights and accessibility for all Washingtonians, particularly those facing low income and other structural barriers. Under Janet Varon's visionary leadership, NoHLA has become a thriving nonprofit with a team of six highly dedicated professionals and a \$1.1 million budget.



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ABOUT NOHLA

NoHLA now serves as the backbone for healthcare and coverage reform in Washington, earning a strong reputation for our high-quality advocacy and expertise. NoHLA's collaborative efforts with local and national partners have led to groundbreaking victories, such as innovative health coverage expansions for children, elders, people with disabilities, and immigrants in Washington State.

Read more about NoHLA, our partners, and the outcomes of our advocacy efforts here: <https://nohla.org/>



ABOUT NOHLA

In our next phase, NoHLA aims to grow our impact to further enhance healthcare accessibility, affordability, and equity statewide. With a deeply experienced and widely respected staff, NoHLA will continue to lead the charge for health reform through legal, legislative, and regulatory advocacy, serving as technical advisors for health & social service providers and grassroots organizations, and providing educational and Know Your Rights information to community partners.

As we look to the future, NoHLA aspires to move toward a structure that leverages community-led tactics to reach our goal of access to quality healthcare for all.



ABOUT THE OPPORTUNITY



Under the founder Janet Varon’s exceptional leadership, the organization has been a catalyst for change and a driving force for healthcare reform in Washington state for over two decades. Janet has decided to retire at the end of this year and NoHLA will move to a shared leadership model.

NoHLA is hiring a new Co-Executive Director of Operations who will partner with the Co-Executive Director of Policy, Emily Brice, in stewarding the organization into our next phase of maturity, growth, and community-led impact.

Reporting to the Board of Directors, the Co-Executive Director will build on NoHLA’s strong foundation and reputation by leading the organization in the areas of People, Operations, and Strategy.



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CO-EXECUTIVE DIRECTORS

The two Co-Executive Directors together will:

- Support, develop and manage relationships with the Board of Directors and our Board committees
- Develop a multiyear organizational strategic plan and oversee implementation
- Create a communications plan that ensures the organization has the website, social media, and media coverage to expand our brand
- Engage NoHLA's donors and foster current and new relationships
- Assess and continually monitor the organization's programmatic model to ensure our alignment with our priorities on equity and community-centric values
- Continue ongoing analysis to identify opportunities to advance equity in NoHLA's existing internal and external relationships and work
- Foster a culture of continual learning across the organization
- Help the organization think through an equity lens to expand the work in a community-informed way
- Develop and maintain the budget & provide financial oversight for the organization
- Recruit, hire, lead, supervise and coach staff and independent contractors



WHAT YOU WILL DO

For the Co-Executive Director of Operations, NoHLA seeks candidates with nonprofit leadership and operations skills to embody our mission and carry our urgent work into the future. The Co-Executive Director of Operations will ensure that NoHLA has the people, policies, strategies, and resources it needs to expand our work in our next phase of growth in a way that serves the needs of impacted communities. The new Co-Executive Director will provide intentional, effective leadership and will build strong relationships with stakeholders at all levels of the organization, including community partners, donors, the internal team, and the Board. The Co-Executive Director of Operations will specifically lead in the areas listed in the following pages.



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PEOPLE & CULTURE

- Create a staffing plan, including external contractors, that aligns with NoHLA's desired strategic growth
- Create plans that include professional development, pay equity, and performance management systems as part of the organization's growth
- Ensure that all benefits and policies authentically focus on wellness

FUNDRAISING & COMMUNICATIONS

- Grow the infrastructure, fundraising goals, and plan to support growth in institutional and individual giving and expand funding
- Build on and improve communication tools, infrastructure, and metrics to identify and increase visibility, deepen brand awareness and strengthen opportunities for community engagement



FINANCE

- Provide strategic leadership for and facilitate the annual budgeting process
- Oversee the finance and accounting functions including payroll, cash management, monthly, quarterly, and annual financial statements, as well as the tax and audit processes
- Provide financial guidance and reporting for fundraising events and grants
- Assess and enhance finance systems for effective monitoring, analyzing, and reporting
- Promote open, transparent communication with the board and leadership about the organization's budget and present financial reports and dashboards at each board meeting

INFORMATION TECHNOLOGY & RISK MANAGEMENT

- Assess the current state, create policies, and ensure compliance across cybersecurity, data privacy, and IT governance
- Oversee hardware, software, and contracting for all technology and communications



WHAT YOU WILL BRING

The Co-Executive Director of Operations will be able to hold the history and relationships that NoHLA has built while bringing a sense of possibility and curiosity about what it could be in the future. They will have a boldness to try new things and a willingness to learn, adapt, and be flexible. They will be a visionary and strategic thinker who can partner with the Co-Executive Director of Policy and together execute on their vision. The Co-Executive Director will also be a nonprofit leader with change management experience who is ready to take on their next challenge.



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WHAT YOU WILL BRING

The Co-Executive Director will bring:

- First and foremost: groundedness in and passion about NoHLA's mission of advancing health equity with a goal of healthcare for all
- Cultural humility and the ability to connect with people regardless of their circumstance
- Familiarity with organizational equity frameworks and demonstrated commitment to antiracism through continuous development, modeling inclusive behaviors, and proactively managing bias
- A commitment to a co-leadership model with shared decision-making, which requires organization, accountability, attention to detail, and a spirit of collaboration
- Relevant educational and/or work experience, including relevant nonprofit leadership
- Financial acumen and ability to create and monitor budgets and understand financial statements
- Experience growing an organization and providing the necessary infrastructure to scale, including appropriate fundraising plans
- Knowledge of human resources laws and best practices
- A commitment to fostering a sustainable work environment and positive culture
- Understanding of relevant technology, systems, risk, and security practices
- Excellent written and verbal communications skills
- Ability to occasionally: work in the downtown Seattle office, conduct in state travel, and work evening and weekend hours for special events



WHAT WE OFFER

Compensation

The Co-Director role is a full-time exempt role with a salary range of \$100,000 - \$110,000.

Our comprehensive benefits package includes:

- **Work-Life Balance** A 35-hour work week
- **Benefits:** Generous employee health, dental, and retirement benefits
- **Paid Time Off:** 16 holidays including the last week of December or alternative; 2 personal days; 15 vacation days; paid family and medical leave
- **Flexible Worksite:** remote work from any Washington State location, or choose to work at the office in downtown Seattle with amenities including an onsite gym, showers, and bike room

Location

NoHLA is headquartered in Seattle, Washington.

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NOHLA'S COMMITMENT TO EQUITY

At NoHLA, we believe all people have a fundamental right to pursue health. Health equity is our purpose. We use legal and policy advocacy to challenge the inequities in our healthcare system based on race, gender, immigration status, language, ability, sexual orientation, poverty, and other factors that produce adverse health outcomes and compound economic disparities for structurally marginalized communities. Our commitment to equity, anti-racism, and health justice guides us in our mission to ensure affordable, quality healthcare is available to all.

We also strive to dismantle institutional racism and other structural barriers in our internal governance policies, hiring practices, and workplace culture. We are committed to nurturing an equitable and diverse work environment where all employees feel safe, included, valued, and supported. We will practice our values within NoHLA and continue to learn, reflect, and act with courage, openness, and humility.



HOW TO APPLY

NoHLA is an Equal Opportunity Employer. NoHLA encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ+, people with disabilities, veterans, and those with diverse life experiences and other qualities that strengthen our work while reinforcing our mission. We invite applicants with disabilities who may need accommodations in the application process to contact us.

To be considered, please submit both ***your resume and cover letter together in one PDF or Microsoft Word document*** expressing your passion for the mission and fit for the role. The role will remain open until filled and candidates are encouraged to submit materials before June 7, 2024.

The search for the Co-Executive Director is led by a team at [ND Executive Search](#). Please do not reach out to NoHLA.

Questions and nominations of potential candidates should be directed to:

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