FUTUREWISE
JOB ANNOUNCEMENT
Spokane Program Manager

About Futurewise
Futurewise works throughout Washington State to support land-use policies that encourage healthy, equitable and opportunity-rich communities, and protect our valuable farmlands, forests and water resources. www.futurewise.org

Position Responsibilities
Futurewise has had staff based in Spokane for 20 years. In the past, this position has led successful efforts in and around Spokane County to pass a complete streets ordinance, ban gated communities and cul-de-sacs, and improve local planning processes. The new Spokane Program Manager would inherit and build on a strong foundation of local relationships, organizational infrastructure, and an established role in the region. The primary responsibilities of the position include:

Lead Role

- Work with other Futurewise staff; board and external partners to assess opportunities, needs, and capacity to determine the upcoming priorities for Futurewise work in Spokane;
- Develop strategy to achieve outcomes and establish an annual work plan to meet intermediate milestones;
- Form coalitions and organize grassroots to build power, influence decision makers, and achieve policy change;
- Integrate a racial equity frame for the work plan, and effectively engage and partner with communities of color and people of color led organizations;
- Work with education and communications staff to develop and implement an education and communications plan, including written materials, events and workshops, social media and emails, and engagement with local media;
- Build strong relationships with local stakeholders including government elected officials and staff, partner organizations, and grassroots community members;

Supporting Role

- Support the Director of Planning and Law to advance legal appeals of harmful planning decisions;
- Mobilize local support to assist with statewide legislative campaigns;
- Assist with program evaluation, including metrics, benchmarks, and impact for continuous improvement;
Work with the Executive Director and Development Director to secure grant and contract funding and cultivate partner and donor relationships to meet fundraising goals.

Ideal Candidate
This is an opportunity for a creative, passionate and driven individual to inherit a robust and self-sustaining, place-based advocacy program and make it your own. The ideal candidate will have the following qualifications and attributes:

- Three or more years of experience in community organizing, public policy advocacy, regional, environmental or urban planning, community development, or related disciplines;
- Experience leading or co-leading a major initiative, program or division to completion in a fast-paced environment;
- Experience working on a small team or independently as well as managing external partners;
- Demonstrated entrepreneurial work ethic and creativity;
- Excellent oral and written communication skills;
- Demonstrated success building relationships across diverse partners and decision makers;
- Ability to facilitate participatory meetings and strategy sessions with a range of stakeholders;
- Flexibility - must be able to respond to shifting priorities and new opportunities;
- Continuous improvement orientation; must be constantly thinking about how to evaluate the program's effectiveness, incorporate feedback and make improvements;
- Passion for the Futurewise mission.

Project Location, Salary and Benefits
This full-time position is based in Spokane. Salary is $42,500-$47,500/year, depending on experience. Benefits include paid medical, dental and vision for the employee, paid leave, simple IRA, and subsidized transit.

Futurewise will work with the selected candidate to determine an agreed-upon approach for selecting and funding work space and information technology (IT) needs. Options include working from a home office, procuring a co-working space, or sharing space with another local partner. The selected candidate will be provided with a computer, access to IT support, and will be eligible for reimbursement of phone, internet and office supply expenses.

The Spokane Program Manager will report to the Executive Director based in Seattle and coordinate with other staff in Seattle and the Tri-Cities.

How to Apply
Position is open until filled; first consideration will be given to applications received by May 7, 2021. Interested candidates should send a cover letter, resume, and at least three references in PDF format to jobs@futurewise.org. Please make the subject of your email “(Last Name) – Spokane Program Manager” and address the cover letter to Hiring Manager. Please label any submitted
materials, including the cover letter, resume, and references with your last name. NO PHONE CALLS PLEASE.

Commitment to Racial Equity and Equal Opportunity Employment
Futurewise is committed to sharing our power, political access, expertise, and voice with communities of color and marginalized communities to encourage natural and built environment outcomes that reflect and respond to their priorities, and to working alongside those communities to dismantle systems of oppression in Washington State.

Futurewise is an Equal Opportunity Employer that values diversity in all areas of its operations. We are committed to equal opportunity in employment and promotion for all qualified persons without regard to race, color, age, religion, sex, marital status, sexual orientation, gender identity, national origin, citizenship, military or veteran status, the presence of any sensory, mental or physical disability, pregnancy and childbirth, family responsibilities, or any other basis protected by applicable laws, regulations, or guidelines relating to discrimination in employment.