

Deputy CEO and Chief of Staff

King County Regional Homelessness Authority

Role Title: Deputy CEO & Chief of Staff to the CEO

Salary Range: \$130,000 - \$210,000

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 **Deputy CEO and Chief of Staff** leads 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. The Deputy CEO and Chief of Staff will partner closely with 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.

Reporting directly to the *CEO*, this role is a part of the Authority leadership team. This role has 3-5+ direct reports and holds strong relationships with Department Chiefs and assumes responsibility for their reporting in the absence of the CEO.

The Deputy CEO and Chief of Staff 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:

Executive Office Leadership & Special Projects (30%)

- Support the on-going growth and development of systems and structures to organize and manage the day-to-day operations of Executive Office
- Directly manage a team of senior directors responsible for implementing key agency priorities and such as equity and justice initiatives, communications, innovation, and other needs as identified by the Leadership Team.
- Support efficiency of the Executive Office through strong administrative skills and prioritization with a big picture/agency-wide lens
- Lead work on high-priority special projects and/or oversee cross-department workstreams (i.e., equity, innovation, etc.) to support project management or ownership in work streams in need of additional strategic support or capacity
- Streamline organizational communications and cross-functional systems in collaboration with department Chiefs
- Maintain strong relationships with department Chiefs to support informal management/resourcing and strategy needs in the absence of the CEO
- Grow and develop a diverse, highly skilled team to execute programming and initiatives and drive continuous improvement oversight; Directly supervise 3-5+ direct reports

Organizational Strategy & Operations (40%)

- Support the oversight of the day-to-day operations of all agency teams with a focus on ensuring the organization is on-track to meet long term goals, while balancing short term (especially emergency) needs
- Support the development and design of strategy to support a new regional authority in day-to-day operations and oversight of all homelessness related programs and initiatives in collaboration with elected officials across King County
- Support in the unification of the team and related stakeholders to drive towards the organizational vision
- Represent the CEO and conduct delegated duties as needed.

- Design and lead the solidification of core internal leadership bodies and communication practices to support the alignment of goals across the organization and drive cross-team collaboration;
- Create continuous feedback loops with internal stakeholder groups to inform community engagement, partnership/resourcing needs and intergovernmental affairs
- Ensure organizational capacity is aligned to organizational need to promote the execution of short term and long-term goals
- Collaborate with department Chiefs to ensure implementation of organizational strategy is done with fidelity and centered on the needs of people experiencing homelessness
- Identify additional resourcing to support agency operation, as required
- Proactively engage with senior leaders to keep a pulse on organization-wide workstreams with a focus on areas with priority vacancies and/or projects
- Support supervisors one-on-one on an as-needed basis, cross-organizationally

Community Engagement, Partnerships and Intergovernmental Affairs (30%)

- Serve as a core external ambassador of the Regional Authority
- Develop and maintain partnerships with community-based organizations, potential resourcing partners and other government agencies to support strong engagement and create opportunities for collaboration
- Prepare and/or provide relevant updates to key partner in town halls, board meetings, council sessions, or related engagement and/or oversight structures

Minimum Requirements

- Demonstrated ability to implement racial justice and equity principles in a government context with proven results for historically marginalized communities.
- 10+ years of related work experience in the government, non-profit, or related field
- 10+ years of experience in organizational operations and oversight in the housing and homelessness sector
- A track record of success of leadership of teams (10+), external affairs, strategic partnership building and/or multi-program oversight (3+)
- Budget management experience
- 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 travel extensively to support relationship development across the region and with other key partners
- 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, 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.