



Washington State Microenterprise Association (WSMA)
Recruitment - Job Announcement

Position: Executive Director, part-time
Date Open: December 15, 2014
Date Close: January 4, 2015

The Washington State Microenterprise Association (WSMA) is a statewide association of organizations, agencies and individuals dedicated to furthering microenterprise development in Washington. Established in 2005, WSMA's mission is to drive a healthy economy by: connecting and broadening resources, generating investment, and advocating for policies and systems that promote and embrace small businesses and a culture of entrepreneurship.

This is a part-time position that may lead to full-time. The ideal candidate will have a combination of knowledge and experience in the following core areas: association management, economic and organizational development, advocacy and public policy, fund development, financial management, communications, and nonprofit management. WSMA is currently located in Federal Way, WA however office location may be negotiable for the right candidate.

We are seeking a candidate who:

1. Is a self-starter and can demonstrate individual accomplishment;
2. Has experience working with small businesses and/or organizations providing services to small business; is familiar with the needs of the small business community;
3. Ability to work with a wide range of groups and individuals; to include government, private sector and non-profit entities, elected officials, and diverse populations;
4. Is an excellent communicator, both orally and in writing; with public speaking experience before both small and large groups;
5. Is effective in consensus-driven environments;
6. Can prioritize demands from multiple stakeholders including the Board and WSMA members;
7. Is a coalition and community builder who can expand WSMA's reach throughout Washington State;
8. Has demonstrated experience with legislative or advocacy activities;
9. Has successful fundraising experience; and experience in writing, administering and managing grants;
10. Has knowledge or experience with microenterprise initiatives and programs;
11. Ability to hire and organize staff to attain the goals and objectives of a 501(c) 3 organization;
12. Excellent personal judgment and problem resolution skills
13. Is flexible, respectful, responsible and good-humored; and
14. An advanced degree in nonprofit management, community development, business, policy or related field is desired.

To Apply:

Email your resume and cover letter describing your interest and qualifications for the position to teresa@wamicrobiz.org. Applications are due by midnight January 4th, at which time this announcement will close.

Compensation will range between \$25 and \$30 per hour depending upon qualifications and experience. We anticipate 25 hours per week to start.