



POSITION OPENING

Title: Co-Executive Director

Compensation: \$70,720-\$81,120. See below for additional information regarding the full compensation package.

Location: Clinton, WA (Whidbey Island)

Application deadline: Priority submission deadline is February 15, 2024. Position open until filled.

To Apply: Complete this [Application Form](#)

POSITION OVERVIEW

"As you enter positions of trust and power, dream a little before you think." - Toni Morrison

The Whidbey Institute is seeking a strategic, authentic leader who would like to serve as Co-Executive Director and facilitate the ongoing development of a long-term vision for our transformational retreat center. An ideal candidate will be a lifelong learner that's passionate about undoing systems of oppression and working towards our collective liberation.

As the Co-Executive Director, you will work alongside our incoming Co-Executive Director, [Rose Woods](#), holding the whole of the organization and coaching others in our self-managing organization. Rose will be leading fundraising strategy, internal organizational culture development, and equity work. Other key leadership responsibilities are distributed among the staff team, which is why this list of responsibilities may look shorter than a typical Executive Director job description.

KEY ROLES

Strategy

- Facilitate a strategic planning process that engages staff, board, program leaders, and the wider community in setting overall strategic direction
- Communicate the overall vision for the Whidbey Institute and bring everyone along in that vision, embodying our mission
- Support staff in strategic decision-making, such as ensuring that program planning is aligned with the overall strategic direction
- Make high-level strategic decisions that set the container for the overall organizational budget

Network-Building

- Serve as one of the key public faces of the organization, building relationships locally and nationally in support of our mission
- Partner with the Fundraising team to build and maintain key funder relationships, both with individual donors and foundations
- Nurture relationships with values-aligned program leaders, partnering with the Programs team to ensure we have an excellent array of programming booked
- Ensure our Board is well-equipped to fulfill its governance responsibilities, and act as the bridge between the board, staff, and community

Executive Leadership

- Coach other staff in our distributed leadership organization, supporting their leadership and building their capacity to make decisions well
- Respond to emergent issues and collaborate with other staff to proactively problem-solve
- When there are gaps in workload/staffing across the organization, strategize with staff to find creative solutions, and step in to serve as interim for positions as needed
- Engage in strategic financial management by tracking our finances, coaching other staff in developing and managing budgets, and coordinating legally relevant activities with governmental and financial entities

Other Possibilities

We look forward to engaging in a dialogue with potential candidates regarding what other responsibilities they would thrive in at the Whidbey

Institute. You can take a look at [our organizational chart in GlassFrog](#) to get a deeper understanding of the work we do, and consider what responsibilities might be the best match for your talents and passions. As we transition from a multi-year period of understaffing, there are many exciting possibilities for work that could be undertaken.

WHAT WE'RE LOOKING FOR

- Authentic relationship-builder, transparent network-weaver, and candid communicator
- Excellent feedback and conflict resolution skills
- Skilled in coaching and empowering staff to do their work/make effective decisions
- Strategic thinker with an understanding of the whole as well as all the sum of its parts
- Strong reliability, adaptability, and proactivity
- Experienced facilitator
- Lifelong learner and passionate about being part of a self-managing organization
- Commitment to equity and social justice both as an individual and as a leader
- Lived experience with communities most impacted by systemic oppression

ABOUT THE WHIDBEY INSTITUTE

The Whidbey Institute is a home for transformational learning and a 501(c)(3) educational nonprofit. Our mission is to nurture the conditions for transformational learning, and our purpose is to be a Place for those called by the responsibility and transformative potential of these times.

We partner with a network of program leaders working in the areas of generative leadership, ecosystem vitality, community resilience, and more to offer one-day and multi-day workshops, conferences, and retreats. Our 106-acre conservation forest campus on South Whidbey Island is open to the public and features integrated gardens and a four-mile trail network.

The Whidbey Institute is committed to the principles of equal opportunity.

Our commitment to diversity includes the recognition that our mission is best advanced by the leadership and contributions of people of diverse backgrounds, beliefs and culture. Recruiting and mentoring staff to create an inclusive organization is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.

ORGANIZATION AND CULTURE

In response to the world's need for systems that liberate more human energy for the work that matters most, we have grown into a unique (and rather remarkable!) self-managing structure. You can read more about our journey to this structure [here](#). We invite applicants with experience or interest in self-organization and distributed leadership who are willing to learn new ways of organizing how we work together.

Our system relies upon each of us within the organization to sense and respond to challenges, tensions, and opportunities with creativity, resourcefulness, and whole-hearted presence. We value open communication, inclusivity, and equity. There may be a steep learning curve, and you may have many of your assumptions about organizational life challenged. We look for team members that are invested in further developing their interpersonal skills, and are committed to self-reflection and continuous improvement in their work.

COMPENSATION AND BENEFITS

The hours/week for this job is dependent on the total responsibilities this position will hold. We hope to collaborate with potential job candidates to explore what other responsibilities they would be interested in taking on, beyond what is outlined in this job description.

Most Whidbey Institute staff have chosen to work 32 hours and have designed their job to make this possible. If a candidate stepping into this position decides to do this as well, then an offer will be made for 80% of the listed salary range, as the candidate will be working .8 FTE.

The benefits package includes paid vacation/paid holidays/paid sick leave, a

paid winter break, a sabbatical policy, professional development stipend, and subsidized attendance to Whidbey Institute offerings.

We are in the process of increasing pay and expanding our benefits package, and are committed to doing so in a way that equitably increases pay/benefits for all our staff, not just executive leadership. We recognize that because these changes have not yet been finalized, our current compensation package is a work in progress.

TO APPLY

Priority submission deadline is February 15, 2024. Applications will be reviewed and considered on a rolling basis with interviews anticipated to start mid-February.

In order to be considered, please fill out the [application form](#).

HIRING PROCESS

The hiring committee will be composed of Casey Dilloway (Board Chair and Committee Chair), Matías Valenzuela (Board Member), Rose Woods (Co-Executive Director), and Lety Hopper (Contracts Administrator). This committee will make the hiring decision, deciding after each step which candidates to invite to the next step of the hiring process:

1. **Short initial phone conversation** with the Co-Executive Director, Rose Woods, offering both Rose and the candidate an opportunity to explore whether this could be the right match.
2. **First-round interview** with the hiring committee.
3. **Second-round interview** with a larger cross-section of staff and board members.
4. **Reference checks** for the top 1-3 candidates.
5. **Hiring decision** by the end of March, with the goal of an April/May job start date.