ABOUT AWC

Founded in 1933, the Association of Washington Cities (AWC) is a private, non-profit, non-partisan corporation that represents Washington’s cities and towns before the state legislature, the state executive branch and with regulatory agencies. Membership is voluntary. However, AWC consistently maintains 100% participation from Washington’s 281 cities and towns.

The AWC Board of Directors is a 25 member Board composed of 23 elected officials and two members representing the Washington City/County Management Association. Fifteen of the 25 members are elected by district. The City of Seattle is a single-city district with two positions. The cities of Tacoma and Spokane are also single-city districts with one Board position each.

AWC focuses its work in five service areas:

- Legislative advocacy
- Educational training
- Publications and resources
- Technical assistance in personnel and labor relations, energy, transportation, budgeting, planning, risk management and loss prevention
- Member risk pooling programs, such as municipal liability and property insurance, employee drug and alcohol testing, workers comp retro program, and employee health benefits and wellness

MISSION

AWC’s mission is to serve our members through advocacy, education and services.

VISION

AWC is a highly respected voice of cities and towns before the Legislature, Congress, government agencies and others. We are the leader in providing valuable services and continuing education for our membership. We are the catalyst for promoting communication between cities and towns and for developing a broad public understanding of the important roles of cities and towns across the state.
STRATEGIC GOALS

AWC’s Strategic Goals for 2013 and beyond are:

Reform, reset, and educate for long-term municipal fiscal sustainability. Every city and town should be assured of sufficient fiscal capacity to provide for the delivery of basic services to its citizens.

Facilitate civic engagement, youth outreach, leadership development and volunteerism. To fully understand the value of cities and towns, citizens need opportunities for positive interactions with their local governments.

Develop strategies for effective use of technology. Cities need innovative solutions to respond to the challenges and opportunities presented by rapidly advancing technology to operate more efficiently, foster greater transparency and enhance accountability.

Promote economic development and community revitalization to maintain and enhance vibrant communities and “main streets.” Cities need economic development and planning tools that assist in maintaining, expanding, and diversifying local economies.

Establish and encourage efficiencies, partnerships and collaboration efforts. Faced with less revenue and staff, cities are re-examining priorities and evaluating services provided. As a result they must identify internal efficiencies, and develop new partnerships.

AWC-core-values:

Leadership: Assisting all cities and towns to develop competent and principled elected officials and community leaders
Excellence: Delivering excellent programs, products, and services to all members
Advocacy: Advocating on behalf of member cities and towns
Diversity: Appreciating and recognizing, in all aspects, the diversity of our membership
Education: Educating members, community leaders and the public at large, is the key to sustainable and livable communities
Responsiveness: Responding to member needs, critical issues, and unforeseen events in a timely and effective manner
Service: Above all, we believe in providing quality service to our members

STRONG CITIES, GREAT STATE

AWC has recently embarked a multi-faceted campaign to mobilize city officials. Washington’s 281 cities and towns are where most residents live, work, learn and play. The campaign is designed to engage and hold state legislators accountable, in order to uphold a strong partnership between the state and its cities and towns.
ABOUT THE POSITION

AWC’s new leader will guide a staff of 59 employees and oversee an annual operating budget of nearly $10 million. The role of the CEO has been stable throughout AWC’s history. The new CEO will be only the fifth in the past 82 years.

Under the direction of the Board of Directors, the CEO has two important roles. The first is responsibility for carrying out the strategic mission and direction of AWC. The second is as the leader of the executive team, responsible for managing operations and ensuring AWC is a leader in providing valued services and continuing education for its members.

The AWC CEO is also the CEO of:

The Employee Benefit Trust, a voluntary employees’ beneficiary association (VEBA), and a joint self-insured health care program for member employers (approximately 265 members 36,000 covered lives), with a separate board of directors;

The Risk Management Service Agency, a self-insured property liability program with approximately 95 member entities, and a separate board of directors;

The Center for Quality Communities, a 501c3 non-profit, organized and formed to promote municipal leadership development and civic engagement, with the AWC Board Executive Committee serving as board of directors.

Additionally the CEO:

• Works with the executive team to determine short and long-term business strategies within the Board’s overarching plan, sets performance goals, assesses organizational structure, determines resource requirements, and continuously measures progress and member satisfaction.

• Develops and implements policies, programs, and operations to ensure that AWC is managed as a high-performing organization. Communicates AWC’s mission, vision, direction, and priorities in clear, compelling terms. Implements management systems to ensure integrity, financial stability, accuracy, operational efficiency and appropriate use of resources. Manages results to ensure compatibility with the direction, philosophy, and policies set by the Board.

• Develops a highly skilled, diversified workforce capable of using resources to their best advantage in fulfilling the strategic plan. Directs annual budget development and reviews for appropriateness and sufficiency.

• Provides leadership that emphasizes employee productivity and responsiveness to member needs. Develops strategies and programs to continuously improve work processes. Sets standards and develops tools to measure service delivery.
PERFORMANCE DIMENSIONS

LEADERSHIP:

• **Lead courageously:** Continuously build and defend the strength, reputation, and image of the AWC. Engage, motivate, and inspire staff around shared vision and mission. Demonstrate principled leadership, personal courage and decisiveness.

• **Build talent pools:** Hire, mentor, develop, and manage staff. Continue to build and reinforce a cohesive, dedicated, highly effective team.

• **Foster collaboration:** Provide the tools, systems and resources that create a supportive environment for working as a team. Strive for results: Set high standards of performance, be bold.

COMMUNICATION:

• **Inspire trust:** Communicate honestly, be trustworthy and consistent, follow through on commitments, and create an atmosphere of integrity, marked by fair, respectful behavior.

• **Speak and write effectively:** Explain direction and ideas with conviction in all settings; formal presentations, one-on-one and small and large meetings.

• **Listen:** Actively listen to members, Board, staff and stakeholders.

• **Promote open communication:** Maintain an environment where communication is open and direct, encouraged, rewarded and relevant.

• **Marshal support:** Coordinate and cooperate with members and groups having divergent viewpoints and needs. Help them find common ground.

CONSTITUENT RELATIONS AND COLLABORATION:

• **Drive effective external communications:** Develop and nurture mission-critical relationships with members, community partners; business and civic leaders; political leaders and the media. Be visible across the state.

• **Build consensus:** Collaborate, facilitate and develop relationships.

STRATEGIC PLANNING:

• **Provide visionary insight:** Be able to translate big picture vision and goals into both long and short-range plans that are comprehensive, realistic and effective. Identify key opportunities resulting from the intersection of external events (political, social, economic, demographic, environmental) to develop and strengthen AWC’s effectiveness.

• **Manage change:** Oversee the change management process, including successful communication strategies, involving others in the implementation of change and monitoring and reinforcing process and success. Create a work environment that encourages original and innovative solutions.

• **Fearless commitment to vision:** Create and communicate a vision that is aligned with the strategy and direction of the AWC. Clarify other’s involvement in the vision, inspiring a sense of energy and ownership, creating a culture of high performance, diversity and recognizing the efforts of others.
THE IDEAL CANDIDATE

The new CEO must have demonstrated leadership skills and set a standard by intellectually and emotionally engaging people at all levels – from staff and Board Members to community partners and members. For this important role the Board seeks a dynamic, highly credible, unifying leader who is deeply committed to the success of the AWC; is a strategic big-picture thinker; and one who will be able to implement Board direction in delivering the level of services that members value.

The next CEO must be eager to make a personal investment in the long-term success of the AWC. Proven leadership experience and political acumen are essential. Candidates should bring strengths in both external relations and internal management with an ability to balance the two.

DESIRABLE QUALIFICATIONS

A Bachelor’s degree in Business or Public Administration with at least ten years of experience in an executive leadership role in a company or organization with a strong connection to local government. A Masters degree is a plus.

COMPENSATION

The salary range for this position is very competitive. Benefits include comprehensive medical, dental, vision and life insurance, LTD disability, Employee Assistance Plan, Health Reimbursement Arrangement (entirely employer funded), Flexible Spending Account, training and development opportunities, 401K plan with generous employer contributions, holiday, vacation and sick leave.
LIVE AND WORK IN A GREAT STATE

AWC offers a total work/life package of pay, benefits, flexibility and workplace opportunities to help you get the most out of your career and out of life.

Washington State is a great place to live, work, learn, play, and be a part of a community. Washington offers a quality of life that is unsurpassed. From the high-energy urban center of Seattle, one of the nation’s top-ranked cities, to the more relaxed pace of our rural communities, Washington’s distinctive Northwest lifestyle blends a progressive, creative culture with a casual nature.

The position is located in Olympia, the capital city of Washington State. Olympia is a vibrant city with a small town feel conveniently situated between Seattle and Portland, Oregon. Mount Rainier and the rugged Cascade Mountains provide majestic scenery to the east while Washington’s Pacific Coast is just an hour’s drive to the west. Olympia enjoys the benefits of an engaged and educated community and a well-supported school system, augmented by two universities and a community college.

APPLICATION PROCESS

If you are interested in this position, submit a cover letter, salary history, and a current resume.

If you have questions regarding this announcement, please call Marissa Karras at 360-956-1336. The position will remain open until filled. In order to be considered for the first round of interviews, please submit your application materials by April 6th, to marissa@karrasconsulting.net.

AWC is committed to hiring and retaining high-performing, well-qualified employees with varied perspectives and experiences who represent the demographics of AWC’s diverse membership. In addition, AWC is committed to fostering a work environment that is fair and equitable to all employees. We will provide assistance in the recruitment, application, and selection process to applicants with disabilities who request such assistance.