



Municipal Research and Services Center

EXECUTIVE DIRECTOR

Recruitment Announcement

About MSRC

The Municipal Research and Services Center (MRSC) is a nonprofit organization that helps local governments across Washington State better serve their communities by providing timely and relevant legal and policy guidance. At MRSC, we believe the most effective local government is a well-informed one, and as cities, counties, and special purpose districts face rapid changes and significant challenges, we are here to help.

For more than 80 years, local governments have turned to MRSC for independent and reliable guidance on a wide variety of topics. Staff attorneys and policy consultants provide personalized assistance by phone and email, at conferences and training sessions, and through extensive online articles and resources. Every year we answer thousands of questions as we help staff and elected officials research policies, comply with state and federal laws, and improve day-to-day operations.

MRSC is also at the forefront of emerging issues that affect local government operations. We are the go-to source of information for major legislation and court decisions, as well as for innovative examples that demonstrate effective solutions to common problems. When the legal landscape changes or new challenges arise, we are here to clarify the issues and help local government leaders access the information they need to better serve their communities.

MRSC provides services to all 281 cities and towns in Washington, all 39 counties, and hundreds of special purpose districts, state agencies, and other government partners. Originally established in 1934 as the University of Washington Bureau of Governmental Research, MRSC has operated as a private nonprofit since 1969.



Vision

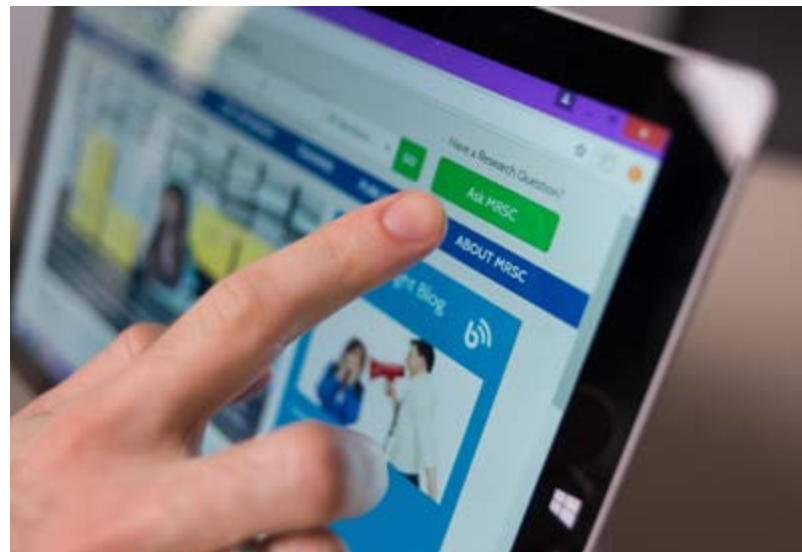
Empowering local government to better serve their communities.

Mission Statement

- Trusted guidance and services supporting local government success.
- MRSC Guiding Principles
- Integrity
- A Supportive Environment
- Effective Communication
- Continuous Improvement
- Responsibility
- Collaboration

Strategic Goals

- MRSC's strategic Goals provide a roadmap for guiding and prioritizing the work of the organization in the coming years:
- Provide Outstanding Customer Service
- Anticipate Emerging Challenges
- Connect and Collaborate
- Build a Great Place to Work
- Ensure Financial Sustainability





About the Position

MRSC's new Executive Director will guide a staff of 28 employees and oversee an annual operating budget of \$7 million.

This position is responsible for carrying out the day-to-day programs and activities of the organization in accordance with the mission, goals, and annual budget as approved by the Board of Directors. The Executive Director keeps the Board of Directors informed of current issues, needs and operations, and works with them to carry out their policies and directives. The Executive Director stays current on trends, issues, challenges, and opportunities that may affect the customers of the organization and proposes ideas, programs, or changes that result in better service.

The Ideal Candidate

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

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

Performance Dimensions

LEADERSHIP:

Lead courageously:

Continuously build and defend the strength, reputation, and image of MRSC. Be a dynamic and enthusiastic leader that inspires excellence.

Build talent pools: Hire, mentor, develop, manage, and inspire staff. Continue to build and reinforce a cohesive, dedicated, highly effective team. Support efforts to hire a diverse workforce. Be humble, curious, inquisitive, and open and able to generate new ideas.

Foster collaboration: Provide the tools, systems and resources that create a supportive environment for working as a team. Have integrity, transparency, humility, and a strong commitment to MRSC's values and principles.

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 MRSC'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.

Fearless commitment to vision:

Create and communicate a vision that is aligned with the strategy and direction of MRSC. Clarify other's involvement in the vision, inspiring a sense of energy and ownership, creating a culture of high performance, diversity and belonging, and recognizing the efforts of others.

COMMUNICATION:

Inspire trust: Communicate honestly, be trustworthy and consistent, follow through on commitments, and create an atmosphere of integrity, marked by fair, respectful behavior. Have a deep understanding of local government operations, be able to communicate with elected officials and forge alliances.

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

Marshal support: Coordinate and cooperate with constituent groups having divergent viewpoints and needs and help them find common ground.

CONSTITUENT RELATIONS AND COLLABORATION:

Drive effective external communications: Develop and nurture mission-critical relationships with local

governments, partners, business and civic leaders, and political leaders. Be visible across the state. Pull people together in a collaborative and inclusive manner.

Build consensus: Collaborate, facilitate, and develop relationships. Remain in touch with the needs and interests of users by actively seeking new ideas and collaboration that fosters a culture of innovation and experimentation.

DIVERSITY, EQUITY, INCLUSION, AND BELONGING:

Demonstrate commitment to DEIB: Champion programs and services that support local governments in DEIB work.

Cultivate diversity: Work to attract employees and partners from diverse backgrounds. Examine biases and barriers and champion an inclusive environment.

Cultural competency: Focus on racial equity in ways that enable effective working relationships in diverse communities and cross-cultural situations. Use an equity lens to analyze the impact of policies on underserved and marginalized individuals and groups to identify and eliminate barriers.

Desirable Qualifications

A Bachelor's degree 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 Master's degree is a plus.

Compensation

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

The annual salary range for the position is \$180K-\$200K

Benefits

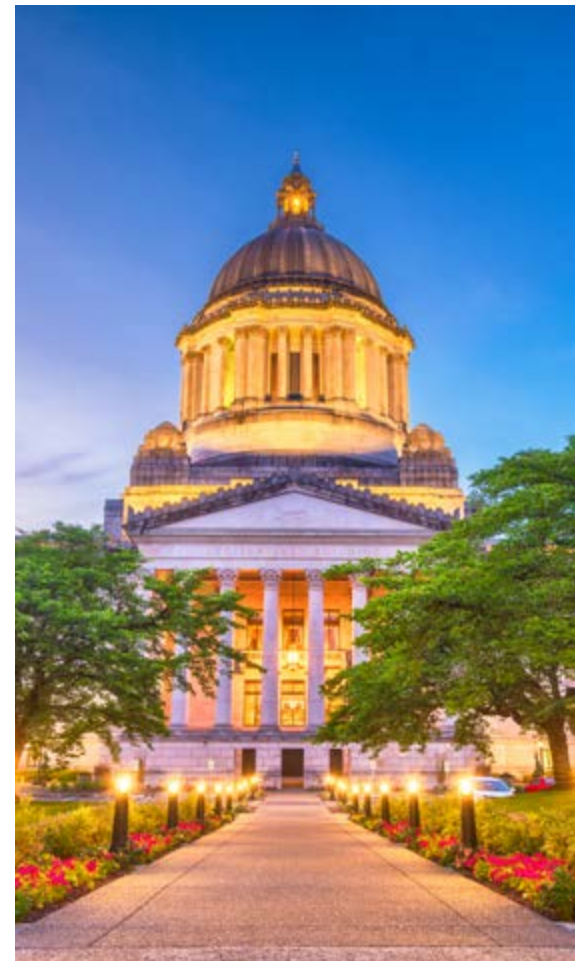
We offer flexible hours and work arrangements. Our office and many of our staff members are based in the Seattle-Tacoma region, but many staff members work primarily from home, including several who work and live in other parts of Washington State.

MRSC provides competitive salaries and generous benefits, including:

- Tax Sheltered Annuity (TSA) retirement savings plan with an MRSC contribution of 7.5% of gross earnings
- 100% Medical premium for enrolled employees, 50% for spouse/ domestic partner, and 80% for qualified dependents
- 100% Dental and vision premium for enrolled employees and dependents
- Optional flexible spending account
- ORCA Card transit pass
- Learning and development support
- Paid vacation and sick leave
- 11 paid state holidays plus 2 floating holidays
- Wellness program incentive
- Home internet reimbursement (\$40 per month)
- \$2,000 Home office setup allowance

Live and Work in a Great State

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 and an abundance of outdoor recreational opportunities.



APPLICATION PROCESS

If you are interested in this position, submit a cover letter 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. To be considered for the first round of interviews, please submit your application materials at www.karrasconsulting.net as soon as possible but no later than July 31, 2024

MRSC's mission is best advanced by the leadership and contributions of individuals of diverse backgrounds, beliefs, and culture. 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.

