



Palmer Scholars

CEO

Recruitment Announcement

About Palmer Scholars

Palmer Scholars is a nonprofit 501(c)3 organization committed to supporting underrepresented Pierce County students of color to overcome financial, cultural, and social barriers in their pursuit of higher education, apprenticeship, and careers. Our vision is for our students to succeed in completing a postsecondary program with the essential tools to be catalysts for change, leaders in our community, and become personally empowered. We provide scholarships, mentoring, postsecondary readiness training, career preparation, pre-apprenticeship, one-to-one guidance, and emotional support to help underrepresented Pierce County students achieve their professional dreams.

To learn more about the history of Palmer Scholars please visit <https://www.palmerscholars.org/our-story>



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Position Overview

Reporting to the Palmer Scholars Board of Directors, the Chief Executive Officer (CEO) is a vision and values-aligned, strategic, and energetic facilitator charged with creatively leading and inspiring Palmer Scholars employees, scholars, and stakeholders. The CEO will lead in a manner that ensures all employees embody a strong sense of themselves as integral contributors to the greater organization.

The CEO will partner closely with the Palmer Scholars Board of Directors to advance Palmer Scholars' growth and strategic response to an ever-increasing demand for the organization's services.



Essential functions of the CEO include the following:

Project Development, Management, and Client Relations/Management

- Structure and lead teams to deliver outstanding client work and meet funding outcomes.
- Develop thought leadership around specific topics/emerging practice areas.
- Lead outreach and communications efforts for the organization.

Financial Management

- Work closely with the board of directors and staff to develop budgets, monitor

expenses, and make financial decisions that support the organization's mission.

- Ensure long-term financial sustainability of the organization, focusing on multi-year funding sources.

Fund Development

- Solicit, cultivate, and steward relationships with foundations, government agencies, elected officials, corporations, and individuals.
- Design and lead fundraising strategies, working with the board, development staff and consultants to create, execute,

and regularly monitor an aggressive fundraising plan.

- Establish and maintain personal relationships with the existing cohort of institutional funders and leverage their support to expand Palmer Scholars' donor base.
- Continually expand Palmer Scholars' core of individual donor prospects and actively cultivate individual donor relationships.
- Be entrepreneurial in pursuit of earned income opportunities.

People and Values

Advancement Management

- Develop and recommend to the Board of Directors creative strategies and solutions that promote and enhance the culture and mission of Palmer Scholars.
- Cultivate and encourage healthy professional relationships and a productive workforce through consistent coaching, strengths-based feedback, accountability, and problem-solving.
- Ensure a culture of respect, inclusion, and excellent internal and external customer service in all elements of daily work.

Legal and Regulatory Compliance

- Ensure the organization complies with all relevant legal and regulatory obligations, including tax laws, employment laws, and nonprofit reporting requirements.

Organizational Excellence

- Partner with the Board of Directors in essential internal firm leadership activities (human resources, administration, and organizational planning).
- Manage increasing segments of information technology, and human resources (recruiting, reviews, staff deployment/workload balancing, career progression) with related internal and external communications.
- Identify best practices and improve internal systems with an eye toward future needs and budget realities.
- Mentor, coach; and be a visible, approachable sounding board and resource to employees.

Human Resources:

- Administer all HR policies and procedures fairly and consistently in full alignment with organizational culture.
- Hire, develop, and evaluate employees in a manner that promotes employee retention and maximizes positive energy and commitment to Palmer Scholars.
- Based on strengths, skill-sets, creativity, and passion, identify and mentor potential leaders, to ensure the future of the organization.



The Ideal Candidate

The new CEO must have demonstrated leadership skills and experience to intellectually and emotionally engaging stakeholders at all levels – from staff and Board Members to community partners and business leaders. The Board seeks a dynamic, highly credible, unifying leader who is deeply committed to the mission of Palmer Scholars; is a strategic big-picture thinker; and someone who will be able to thrive in a values-driven environment with demonstrated leadership in matters of equity and social justice.

The ideal candidate will possess these characteristics and skills:

STRATEGIC:

Works with a diverse set of stakeholders, and sets a direction for Palmer Scholars that achieves the mission of the organization, and ensures long term sustainability. Engages, motivates, and inspires staff around shared vision and mission. Demonstrates principled leadership, personal courage and decisiveness.

SOCIAL EQUITY:

Commitment to equity, and demonstrated experience in applying those values in policy, implementation of programs and decision-making. Works to ensure that staff diversity reflects the communities served. Encourages staff to increase culturally relevant skills and capabilities.

ORGANIZATIONAL:

Demonstrated experience with managing an organization, including supporting and cultivating staff, improving systems and ensuring compliance with laws. Hires,

mentors, develops, coaches and manages staff. Continues to build and reinforce a cohesive, dedicated and highly effective team.

COMMUNITY:

Ability to engage authentically with communities. Collaborates, facilitates and develops relationships in a meaningful and symbiotic way.

FINANCIAL & FUNDRAISING:

Confident and responsible management and planning of Palmer Scholars financial sustainability. Adept fundraiser, and responsible for developing and achieving the organization's annual budget.

BOARD LEADERSHIP:

Familiarity with the non-profit board model, and successful at engaging board members in the work of Palmer Scholars. Communicates honestly, follows through on commitments, and creates an atmosphere of integrity.

Desirable Qualifications

At least five years of experience in a leadership role in a non-profit organization, foundation, or government agency.





Compensation

The annual salary range for this position is \$125,000- \$150,000 depending on qualifications and experience. Palmer Scholars offers a generous benefits package including health, vision, and dental insurance, retirement, as well as substantial paid-time-off/vacation leave.

Live and Work in a Great State

This position is located in Pierce County, Washington. Pierce County boasts tremendous outdoor opportunities with miles of Puget Sound waterfront, Mt. Rainier National Park, 361 fresh-water lakes, alpine and cross-country skiing a short drive away and nationally ranked year-round golf courses in the vicinity, while also offering all the urban amenities. Major industries include health care, technology, agriculture, timber products and military installations. Pierce County is home to the City of Tacoma, several suburban cities, small towns, and rural communities as well as forests and farmlands. Pierce County's moderate climate combined with a contrasting geography of water and mountains encourage a wealth of year-round outdoor activities such as sailing, kayaking, fishing, skiing and hiking.

APPLICATION PROCESS

Persons interested in this position must 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; however, the screening process will move quickly.

Please submit your application materials as soon as possible but no later than October 1, 2024 , by visiting karrasconsulting.net and clicking on “view open positions.”

Commitment to Equity

The Palmer Scholars family acknowledges and celebrates our similarities and differences as active community members in Pierce County. We are dedicated to promoting agency and equity for our Scholars in their journey of becoming critical learners, community leaders, and global citizens. We value self-worth and the importance of personal development through accountability, leadership, goal planning, empowerment, and community service. At Palmer Scholars, we strive to foster an environment that is open, engaged, equitable, and respectful of all identities based on age, nationality, race, ethnicity, gender, sexual orientation, religion, and disability. We believe in representing diversity and inclusivity with our Board Members, staff, mentors, volunteers, and Scholars.

Palmer Scholars is an equal-opportunity employer. Employment decisions are based on merit and business needs, and not based on race, sex/gender, religion/creed, pregnancy, age, physical or mental disability, marital status, national origin, genetic markers, military or veteran status, sexual orientation or any other characteristic protected by applicable federal, state, or local law.

Candidates must have the ability to pass a pre-employment background check.

