



**General Manager**  
**Washington State Patrol Memorial Foundation**

Open Date: May 9, 2018

Close Date: May 17, 2018

*Mission: We, the Washington State Patrol Memorial Foundation, are entrusted to preserve the memory of Washington State Patrol fallen officers and to provide assistance to active and retired Washington State Patrol employees and their families in times of need.*

The Washington State Patrol Memorial Foundation (WSPMF) is seeking motivated applicants to serve as the Foundation's General Manager. This is a full-time position **located in the greater Puget Sound area** (primarily telecommute), with frequent statewide travel required. A Foundation-owned vehicle is provided for this position. This position reports to an elected Board of Directors.

**Duties:**

- Perform the day to day operations and administrative functions of the Foundation;
- Serve as the primary point of contact for the WSP fallen officers' families, whose loved ones died in the line of duty;
- Serve as a confidential intake for need-based funding requests and provide administrative and/or confidential support to Board President and members of the Board of Directors;
- Coordinate monthly Board meetings, to include location, agenda, and financial reports;
- Maintain Foundation logo wear inventory throughout the state, to include point of sale reconciliation, inventory levels, and product orders;
- Manage and oversee Foundation investments, financial accounts, payments/billing, donations, and other financial requirements as necessary.
- Manage donor database and prepare donor recognitions;
- Coordinate fundraising efforts for the Foundation including the payroll deduction program, soliciting donations for auctions, or soliciting donations for special projects or programs;
- Represent the Foundation in a variety of community settings;
- Coordinate annual WSPMF Memorial Foundation Dinner and Auction (primary fundraiser) with guest attendance of approximately 500;
- Manage annual scholarship applications, awards, and payments for both agency scholarship program and fallen officer spouse/children education fund;
- Develop marketing strategies, promotional materials, and annual reports for the Foundation;

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- Maintain WSPMF social media and webpage accounts;
- Author and maintain Board approved by-laws, policies, and procedures;
- Facilitate and manage Foundation goal setting and strategic planning process;
- Submit timely annual not for profit tax filings in coordination with Foundation Certified Public Accountant;
- Maintain Secretary of State not for profit filing status, insurance payments, and maintain any raffle/gambling permits as required;
- Other related duties as assigned.

Successful candidates will possess the following skills:

- Ability to work on multiple assignments concurrently;
- Demonstrated ability to work independently, without direct supervision;
- Prioritize, plan, and manage projects;
- Demonstrated strong time management;
- Strong knowledge of Quick Books or other financial management software;
- Proficient in office systems such as Microsoft Office (Word, Excel, etc.)
- Experience working in a team environment;
- Experience planning events;
- Demonstrated knowledge experience planning larger scale events;
- Strong drive and demonstrated ability to serve others through compassion;
- Demonstrated ability to maintain confidentiality;
- Strong work ethic and commitment to fulfill the mission of the Foundation.

Minimum Qualifications:

- Three or more years of demonstrated experience managing not for profit activities (i.e., fundraising, volunteer management, marketing, customer service, etc.) Alternate relevant experience may be considered/evaluated if clearly demonstrated in application
- At least one year of event planning experience
- High school diploma

Preferred Qualifications:

- Experience working with first responders
- Experience working with a Board of Directors
- Experience utilizing financial management software and donor management software
- Associates degree or higher

Competencies:

- Excellent customer service skills
- Demonstrated organizational and time management skills
- Strong database management skills
- Interpersonal skills necessary to deal effectively and courteously with employees, Board of Directors, fallen families, donors, and the public (i.e., effective team member/leader,

calm demeanor under pressure, effective use of de-escalation techniques and active listening, and works well with a diverse group of people)

- Communicate effectively both orally and in writing
- Demonstrate problem solving skills
- Demonstrate success in fundraising and in-kind solicitation
- Strong mathematical skills, especially related to accounting and budgeting
- Strong understanding of not for profit (501)(c)(3) requirements
- Model professional decorum, respect, and WSPMF values.

Special Conditions:

- Successful candidates will be subject to reference checks and a background check, including criminal record history.
- Must be willing to work flexible hours, including some evenings and weekends.

Mental/Physical Demands:

- Requires ability to work under extreme stress, especially if a Line of Duty Death occurs
- Attention to detail
- Manual dexterity and precision
- Ability to sit for long periods of time
- Must be able to lift up to 25 lbs
- Must exercise good judgment and demonstrate ethical behavior
- Must retain information and apply critical thinking processes to their work
- Must acknowledge and respect individual values and opinions to foster harmonious working relationships with fallen families, employees, Board of Directors, and other stakeholders
- May occasionally be required to deal with distraught people
- Must be able to accept frequent interruptions
- Must be able to work on a computer, phone and other office equipment
- Must possess and maintain a valid Washington State Driver's License

Work Environment:

Typically work is performed via telecommute from the Puget Sound area. Frequent trips to Olympia and Shelton, and occasional statewide travel will occur. A computer, printer, cell phone, and Foundation-owned vehicle are provided. Typical business hours, 8am – 5pm, with flexibility for monthly evening meetings or other travel. As this position works closely with law enforcement, the incumbent will be in close proximity to officers wearing service weapons.

Compensation:

Salary for this position is \$3276 - \$4399 per month, depending on qualifications.

Sick leave accrues at 8 hours per month. Annual leave accrues at 8 hours per month, with step increases upon years of service.

Retirement: IRA contribution – 6% of base salary

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Health insurance: n/a

An employment contract will be presented for signature upon hire.

Successful applicant will complete a one-year probation period, with quarterly evaluations.

Application Process:

Application is available at [www.wspmf.org](http://www.wspmf.org). You may also request an electronic copy of application from [sharon@wspmf.org](mailto:sharon@wspmf.org).

Complete application, including employment application, cover letter, and reference list are due electronically to [olymom@outlook.com](mailto:olymom@outlook.com) no later than 7pm on May 17, 2018. Incomplete applications will not be considered.

Applicants selected for interviews will be notified by May 18. Interviews will be held in the Olympia area on the evenings of May 22, 23 and 24.

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