



## **Executive Director, Yoga Behind Bars (YBB)**

*Yoga Behind Bars is an Equal Opportunity Employer and embraces diversity in a serious way. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be. Black people, indigenous people, people of color, LGBTQ individuals, formerly incarcerated individuals, and women are encouraged to apply.*

### **Yoga Behind Bars Overview**

Yoga Behind Bars (YBB) is dedicated to offering trauma-informed yoga and meditation to youth and adults in prisons, jails, and youth detention centers in Washington State. Founded in 2008, we seek to end the cycle of repeated incarceration by addressing trauma and promoting rehabilitation, personal transformation, and a more just society for all.

We are committed to reimagining the criminal justice system to become a place of healing where individuals and communities reclaim their humanity, wholeness, and potential. As a globally recognized leader in prison yoga service with award-winning programs, YBB serves more than 4,500 people per year in 18 correctional facilities in Washington State. Our dedicated volunteer faculty of 65+ certified instructors, including 10 incarcerated teachers, offer youth and adults at all levels of custody (solitary confinement, minimum, medium, maximum, as well as mental health units and veteran pods) an average of 37 to 42 classes a week.

### **Executive Director: Position summary and responsibilities**

Yoga Behind Bars (YBB) is searching for a skilled and passionate Executive Director (ED) with experience leading programs and social justice initiatives through change to take the organization into its second decade on strong footing. The ideal candidate can develop and implement a strategic vision focused on creating sustainable, diverse income sources, and will excel at people management. Our new ED will be a compassionate and transparent leader with experience being accountable to a variety of internal and external stakeholders. The ideal candidate will be an engaging and inspirational speaker, have a keen understanding of mass incarceration's personal and systemic impacts, and have the capacity to recognize and affirm the humanity in us all.

Working at the direction of and in collaboration with the board of directors, the Executive Director provides leadership in programs and services, long-range planning, fundraising and financial management, human resources, and board administration. The position involves both envisioning the future and executing day-to-day management with focus on identifying and solving challenges. As the face of YBB, the ED will be comfortable relating to multiple constituencies including volunteer teachers, our students, prison administrators, corporate sponsors, individual donors, and board members. The ED must be agile in complex situations and provide stability when faced with quickly-changing circumstances. This position requires the ability to challenge the status quo yet honor the wisdom and history of staff, volunteers, and community stakeholders. The ED position offers an opportunity to lead and empower YBB's team of dynamic staff delivering high quality trauma-informed content and reimagining the criminal justice system in the service of our students.

### **Key Responsibilities**

#### **Leadership & Management**

*Cultivate, implement and sustain the overall strategy of the organization, aligned with the strategic impact framework and shared vision of board, staff, and incarcerated and formerly incarcerated people*

- Work closely with (5) staff members to align the strategic plan with internal growth; directly supervise (3) Director positions in programs, operations, and development

- Develop and maintain a strong relationship with the Board of Directors: serve on committees, participate in board recruitment, engage board members, and nourish a culture of inclusive leadership and service
- Build and continue key strategic relationships with stakeholders in support of YBBs strategic impact framework including the social justice community, donors, corporate sector, yoga community, and the public sector
- Determine trajectory and objectives of current and future programs in collaboration with Program Director, staff and board
- Actively and strategically support initiatives aimed at building a transformative and restorative prison system
- Ensure effective systems to track progress, and regularly evaluate program components, to measure and communicate successes to the board, funders, and other stakeholders
- Engage in and develop staffs' continual professional development, including issues of equity, social justice, and poverty

### **Fundraising & Communication**

*Oversee the maintenance and development of effective communications, public relations, and fund development strategies with staff and other stakeholders*

- In partnership with the Development Director, develop multi-year strategic fundraising goals and strategies to ensure a sustainable and growing funding base
- Serve as main spokesperson and storyteller, representing the organization in the local and national community, and effectively communicating our vision and success stories to all constituencies with an emphasis on the successes of the program as a model for regional and national replication. Use external presence and relationships to garner new opportunities and exposure for YBB.
- Seek out and nurture relationships with potential and current major financial supporters, including the corporate sector, to ensure the overall success of the fundraising plan
- Support Development Director with funding proposals, grant applications, and solicitation for high-level major gifts as appropriate

### **Finance & Administration**

*Provide financial and administrative oversight and ensure the overall financial health and compliance of the organization*

- Develop and implement the strategic framework and annual goals to provide YBB's programs and services and develop revenue sources to support operations
- Assure and monitor fiscal integrity in collaboration with the Operations Director and Internal Board Committee; manage appropriate fiscal controls, procedures and reporting (internal and external)
- Develop and manage annual budget of approximately half-million dollars in partnership with the Board and Operations Director
- Maintain, re-evaluate, and implement effective departmental policies, procedures, and staffing/HR requirements

### **Preferred Experience, Skills, and Strengths**

*The following list is not meant to be comprehensive; we welcome a combination of these experiences and qualifications and are invested in the ongoing growth of the person stepping into this role*

#### *Experience*

- Experience in senior leadership or management role in non-profits, business, public administration, education, social science or related field

- Demonstrated success in building and stewarding relations with current and prospective funders including individuals, foundations, and corporations
- Experience in building, training, and managing diverse and inclusive teams and fostering a work culture that honors and uplifts the intersections of all identities
- Experience working with nonprofit boards
- Experience setting up systems, including processes, policies, protocols, for the running of an organization
- Experience being accountable to a variety of internal and external stakeholders
- Relationships and connections with local business and yoga communities, funders, and social justice advocates
- Strong understanding of the criminal justice system through personal, work or volunteer experience

### *Skills*

- Highly organized and able to manage multiple ongoing projects
- Excellent written and oral communication skills, high level of empathetic interpersonal and communication skills
- Demonstrated commitment to high professional ethical standards and an equitable workplace
- Commitment to supporting the leadership of incarcerated and formerly incarcerated people
- Technologically adept and comfortable using Microsoft Office products and Google suite (including Drive). Familiarity with Dropbox, online task manager software, and donor databases preferred.
- Strong understanding of institutional and structural racism and the intersection between race, poverty and incarceration

### *Strengths*

- Proven ability to be a strategic thinker with capacity to understand and balance complex community needs, diagnose critical areas for attention, and implement clear, action-oriented strategies that address challenges with effective solutions that generate broad support
- Agility in complex situations and ability to provide stability when faced with quickly-changing circumstances
- Unapologetically rooted in social justice and equity and a commitment to apply racial, gender and economic justice lenses in both personal and workplace context

## **Application & Selection Process**

Applications will be reviewed early May, but the position will remain open until filled. We aim to have a new Executive Director start by early June but start date is negotiable. Initial interview rounds will be conducted virtually; the final interview will take place in person in Seattle, WA.

Compensation: Salary of \$65,000-\$75,000 annually for full time employment (35 hours/week), based on experience, skills and strengths. We provide medical benefits, 15 days accrued paid time off plus holidays, and access to professional development each year.

Access to a vehicle is highly recommended. The ED travels to meetings in the local area frequently. Ability to work evenings and weekends on occasion.

## **To Apply**

Candidates are asked to submit a cover letter and resume in PDF format to [EDSearch@yogabehindbars.org](mailto:EDSearch@yogabehindbars.org), with ED Search in the subject line, to the attention of Erin Stuckey.