

Friends of Seattle
Steering Committee
Application Information

The Friends of Seattle Board of Directors seeks highly qualified and motivated applicants for the following position on its Steering Committee.

- Membership & Marketing Director
- Technology Director

We are looking for candidates who are passionate about urban issues and political participation, and who want to see reform and visionary change in Seattle. We seek people with leadership potential who can make a personal time commitment to invest in Friends of Seattle's growth and development. Below is a description of each of these positions.

Membership & Marketing Director: The Membership & Marketing Director will work closely with the Board and Steering Committee to build Friends of Seattle's membership base and ensure opportunities for members to be active and engaged. The Membership & Marketing Director will also work with the Public Events Director to promote upcoming events to FoS members, the public, and other appropriate audiences. The ideal candidate will have some experience in volunteer recruitment and coordination, marketing, and/or field organizing.

Technology Director: FoS believes that technology can and should play a key role in helping us to meet our vision for a more urban, livable and sustainable city, and we're looking for a Technology Director who can make that happen. We are searching for someone who can help us find new, interesting ways to integrate technology into all of our programs and efforts. The Technology Director will update and manage our website and blog, and work with the board to select a database for managing membership and fundraising information. The ideal candidate will have experience working with relevant database programs and will have demonstrated success creating and maintaining effective websites. We prefer candidates to have experience working with non-profits or advocacy-based organizations.

About the Friends of Seattle Steering Committee:

What does the Steering Committee do? The Friends of Seattle Board of Directors has delegated responsibility for operating the organization to a Steering Committee. Its functions are both operational and strategic. The Steering Committee chooses candidates and issues to endorse; approves community partnerships; plans public events; represents Friends of Seattle in the broader community; and participates in strategic planning. Some Board Members also participate on the Steering Committee, and people often join the Board after successful service on the Steering Committee.

Who is on the Steering Committee? Steering Committee Members are leaders and activists who believe in reforming Seattle politics, building community, and changing policies affecting urban life. They

- ◆ Serve in ways that are comfortable and suit their own backgrounds, means, and circumstances; and
- ◆ Build camaraderie and relationships on the Steering Committee by working together for the success of Friends of Seattle.

Read about current Members of the Steering Committee by visiting http://www.friendsofseattle.org/steering_committee.php.

General Expectations and Responsibilities of all Steering Committee Members:

Because of their significant role in the organization, Steering Committee Members must meet two sets of high expectations: those common to every Member and those specific to a particular position. You've already read about the expectations for the specific expectations for these three new positions.

General expectations for Steering Committee Members are as follows:

- Be committed to the vision and guiding principles of Friends of Seattle.
- Be passionate about the Friends of Seattle mission.
- Be a team player who is respectful, creative, and effective.
- Do what you promise to do.
- Be a Friends of Seattle Member at a personally meaningful financial level.
- Serve as a member of a standing committee (e.g., Political Committee) or have a specific Steering Committee position.
- Attend at least 80% of all Steering Committee meetings.
- Attend all FoS events and help the Public Events Director at all events.
- Vote when the Steering Committee must adopt a position or make endorsements.
- Be informed about relevant policy issues and local politics.
- Read and respond to, where necessary, all internal communications.
- Assist in recruiting new Steering Committee Members and new FoS members.

Steering Committee terms are one year. But the Board highly encourages a two-year commitment.

Application Process: We don't have a fixed application deadline; we will accept applications from qualified candidates until we have achieved a great match for the position. The application process begins with your resume and a questionnaire. The selection committee will then meet with finalists to discuss their application and answer any questions they may have. You may download the questionnaire on the Jobs page on our website, www.friendsofseattle.org. For more information, or to submit your application, email Bridgette Maryman at bridgette.maryman@gmail.com.