



Ordinary people with extraordinary vision can redeem the soul of America by getting in what I call good trouble, necessary trouble. - Congressman John R. Lewis (1940 – 2020)

Community Passageways

Chief Operating Officer

Compensation: \$101,000 - \$130,000

Invitation to Apply

What We Stand For

[We](#) exist to eliminate the need for the criminal legal system for youth and young adults. To do this, we create alternatives to incarceration for youth and young adults based on committed relationships centered on love, compassion, and consistency. We use community to heal community, planting seeds of hope, self-respect and vision to unlock the promise of our youth while fighting to dismantle the systems of oppression that threaten to take that promise away.

Why We Matter

Over the last 20 years, we have seen a sharp decline in the number of young people in detention across King County, in Washington state. But even as the overall number decreased, our juvenile legal system has had an increasingly and disproportionately harmful impact on youth of color, particularly Black youth. While only 10% of King County's 2 million residents are Black, they now make up almost half of the detention population on any given day and more than half of felony offenses.

In the last three years, Community Passageways has worked with nearly 200 young people with felony charges with the aim of diverting their charges and keeping them in the community. In the end, most of them spent no time in detention and the average young person saw an 80% reduction in their length of sentencing. The young people kept in the community through their dedication and our support have gone on to enroll in college, start businesses, graduate from high school, and help rebuild our communities.

Who We Are

We are a [Family](#) born from the community we serve. The lived experiences of staff prepares them to act as credible messengers and Ambassadors. Our Ambassadors work with heart, humility, and compassion to lead community and school-based healing circles, individual and family case management, court advocacy, and youth leadership opportunities.

Please submit completed applications to Norman@CLEAR-Consulting.Biz include "CP-Chief Operating Officer" in subject line



Position Description

The Chief Operating Officer will support the Chief Executive Officer, [Dominique Davis](#), by leading the day-to-day operations of Community Passageways and acting as a strategic partner on the executive team. You will be Dom's right-hand person with full chief of staff responsibilities. You, as our next COO, will:

- Honor and elevate the strength, wisdom and soul of our communities.
- Work collaboratively to design and implement a strategy and goals for improvements in the operational infrastructure of systems, processes, controls, and procedures that accommodate Community Passageway's rapid growth objectives while ensuring excellent community and client service.
- Regularly check in on the needs of yourself, the staff and leadership to ensure all are getting the support and sometimes more importantly the rest needed to perform in our high emotion environment.
- Collaboratively set the strategy for managing the day-to-day details for the strategic vision, community relations, programs, grant applications, development, communications, finance, operations and leadership team development.
- Sustain and deepen a network of partnerships and stakeholder relationships to promote Community Passageways' capacity to strengthen public systems and create a more equitable justice system.
- Represent the organization with funders, board members, and key partners.
- Act as a thought-leader on justice system issues, related local and state policy, and the political landscape, including presenting at and attending conferences and professional network events.
- Track and manage acquisition of new revenue and increase existing revenue streams within the justice services domain and forecast a pipeline of projects.
- Provide fiscal oversight and work with the Director of Finance to develop strategy, annual budget and enhance reporting, policies and processes.
- Manage and allocate budget and resources aligned with Community Passageways' objectives.
- Provide timely, accurate, and complete reports on the operating condition of the organization.
- Facilitate collaborative efforts to deepen understanding and innovation across different areas of the organization.
- Cultivate a culture that prioritizes the growth, success, and well-being of staff and maintain an inclusive environment where diverse staff can thrive.
- Develop, support and retain a cohesive core leadership team across multiple locations and functions.
- Lead and develop an accountable environment to ensure deliverables against annual goals and objectives.
- Actively contribute to the development of a diverse, equitable, and inclusive culture wherein all staff feel valued and safe exercising curiosity and offering and receiving feedback.

Qualifications

- Experience as a leader supporting a community-centered, anti-racist, highly effective organization with a strong staff culture.
- Experience managing staff with a wide range of relevant skills, needs, and lived experiences.
- Ability to understand, anticipate, and hold responsibility for financial, program, legal, operational, and other issues and opportunities facing the organization.
- Ability to earn trust, inspire support, and elevate voices from a wide-range of stakeholders--young people to elders, community-based organizations to system officials.
- Deeply understand and actively work to dismantle the systemic racism and other forms of oppression impacting our communities.



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- Have a passion for the mission of Community Passageways, a strong sense of accountability, and respect for families, individuals, and communities who have been oppressed.
- A commitment to integrity and justice with a long-term perspective of possibility is central to the work.
- A fair and thoughtful approach to management, combined with the flexibility and courage to shift direction and experiment with new initiatives.
- Maintain a coaching and listening style of communication, an ethic of openness and transparency, and a sense of humor.
- Proven abilities and experience in fiscal oversight and working with the Board of Trustees to develop and approve a complex budget.
- **Five+ years of executive-level experience as a successful leader of a related nonprofit organization**, including a proven track record of growing organizational capacity, financial acumen, and programmatic impact.
- Demonstrated success in building relationships with government officials, partners, and funders to foster broad community support.
- Outstanding verbal and written communication skills, and proven ability to work well with media, staff, and the community.
- Demonstrate a willingness to take on new tasks with a general attitude that no task is too small, impossible, or cannot be improved.

Compensation and Benefits

- Salaried exempt position. Compensation between \$101,000 - \$130,000, DOQ
- Benefits include generous PTO, medical, dental, flexible, family friendly schedule

The position will be remote until further notice.

Applications due ASAP. The position will be open until filled. In your application, in addition to discussing your ability to meet the above responsibilities, **please answer the following questions:**

1. Please describe your accomplishments most relevant to this Chief Operating Officer role?
2. What will your first 90, 180, 360-day plan look like at Community Passageways?
3. How will you incorporate Equity, Diversity & Inclusion work in your role as COO?

We invite interested applicants to submit a cover letter including your answers to the three questions above, salary requirements, three professional references and resume to: Norman Sigler at Norman@CLEAR-Consulting.Biz - include in subject line: **CP-Chief Operating Officer**. *No phone calls please.*

Community Passageways is an equal opportunity employer and does not discriminate in the hiring of personnel on the basis of race, creed, color, religion, national or ethnic origin, gender or gender identity, age, veteran status, sexual orientation, marital status, disability or any other protected status as provided by law.

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