



Executive Director  
**Position Description**

**Organizational Overview**

Tradeswomen, Inc. is an Oakland-based non-profit organization dedicated to gender equity in the skilled trades. Founded in 1979 as a grassroots organization concentrated on supporting women in blue-collar skilled crafts, today we have three areas of focus: outreach and recruitment, support and retention, and leadership development. We also work to support tradeswomen and apprenticeship through policy coalitions at the local, state, and federal level. Tradeswomen, Inc. provides direct services for women entering and moving through careers in the trades as well as technical assistance to contractors, unions, and apprenticeship programs. We are at the forefront of advocacy on these issues including joining in national advocacy to promote strong harassment and discrimination prevention policies (which helped result in the new Office of Apprenticeship Equal Employment Opportunity regulations and increased federal funding to implement these regulations and related gender equity in apprenticeship policies). We partner with the Building and Construction Trades Council of California (SBCTC) and California legislators to improve opportunities for women in construction. Through our work, we support economic equity and security for women.

Our focus is:

- Outreach and Recruitment – Inform those who identify as women and girls about building trades apprenticeship and other career opportunities, targeting women in low-income communities.
- Support and Retention – Provide support services needed to enable women to stay in the trades – especially mentoring, childcare, support networks, and eliminating sexual harassment and discrimination.
- Leadership Development – Provide women with the skills to advance on the job and in their unions; create tradeswomen forums to enact policy reforms that will enhance recruitment and retention.

**Position Summary**

Location: 337 17th Street, Suite 204, Oakland, California (hybrid – three to four days in the office); this role requires travel, primarily Northern California, and outside of California approximately twice a year; onsite in the Oakland office at least three to four days/week

Status: Full-time, 40 hours/week, Exempt

Time off & benefits: Paid time off (vacation, sick time, and 11 holidays), 401(k), Kaiser Foundation Health Plan (after meeting eligibility criteria), and \$55 per month reimbursement for phone

**Position Overview**

The executive director reports to the board of directors to ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration (operations, fiscal, and personnel), fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals. This includes actively engaging and energizing staff, board members, partnering organizations, and funders.

## Position Responsibilities

**Organizational leadership** - Lead, coach, develop, and retain agency's high-performing team by:

- Creating and communicating a compelling vision
- Build team collaboration among the staff
- Develop innovative marketing and public relations strategy
- Responsible for human resources and benefit management
- Managing performance and professional development; payroll and benefits
- Enforcing and communicating policies and procedures

**Board leadership** – Coordinate with board to create a philanthropic vision to achieve the mission (foundations and individual donor cultivation)

- Develop, maintain, and support a strong board of directors (collaborate with board president to recruit board members)
- Seek and build board involvement with strategic direction for both ongoing local operations as well as for national and regional efforts
- Facilitate board education and responsibilities
- Coordinate with board on fundraising (support board with annual event and fundraising campaigns)
- Serve as ex-officio of committees (eg. Executive Committee)

**Operational leadership** – Implement and manage systems, procedures, and structures meet the needs of the organization

- Ensure effective systems to track progress, and regularly evaluate program components, to measure successes that can be effectively communicated to the staff, board, funders, and other constituents
- Initiate, lead, and manage strategies for national grants, contracts, and government funding opportunities; lead efforts and manage staff to expand revenue generating and fundraising activities (specifically grant-writing and contracts) to support programs
- Manage all aspects of internal and external communications—from web and social media presence to external relations with the goal of creating a stronger brand
- Manage facilities and financial systems (including budgeting and payroll)

**Fiscal leadership** – Be a responsible steward to limited financial resources

- Develop and manage the budget along with the board treasurer
  - Oversee and supervise financial systems, bookkeeping and accounting functions and assure compliance with all federal, state and local tax reporting requirements
  - Oversee timely issuance of regular financial reports to the board
  - Annual Corporate Information filings
  - Assure accurate and timely billing and collection of all financial obligations to the board
  - Approve invoices, sign checks
  - Evaluate, purchase, install and maintain information systems and technology consistent with the evolving needs of the organization
  - Approve contractual agreements with outside vendors, contractors, consultants and other providers of services
  - Annual CPA Review
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**Minimum Qualifications:**

- Five or more years of senior management experience in a non-profit organization, including budgeting and reports
- Strong support of unions including understanding of registered apprenticeship and pre-apprenticeship programs
- Demonstrated cultural competence and experience working effectively with diverse groups of people
- Strong commitment to women's empowerment; racial, gender and economic justice
- Problem solving, time management, attention to detail, discretion, and a high level of accuracy and precision
- Strong collaboration skills and ability to work effectively with individuals and organizations
- Ability to build effective teams, using resources effectively, eliminating roadblocks and delegating both routine and important tasks; providing challenging assignments to direct reports and supporting each staff member's career goals
- Excellent verbal/written, communication, and presentation skills; exceptional financial acumen skills
- Ability to effectively manage projects and balance multiple priorities while maintaining an optimistic outlook, inspiring and motivating others; is a settling influence in a crisis
- Proficient use of computers, technology, software programs, and applications at the level of sophistication required for the duties of this position (proven ability to use MS Office Suite and database programs, including knowledge of Outlook, Word, Excel, and PowerPoint)

**Preferred Qualifications:**

- Knowledge specific to the construction/skilled trades industry with education, training, or workforce development background and experience in underrepresented/non-traditional employment
  - Advocacy and public policy experiences at local, state, and national levels
  - National connections to the construction industry or nontraditional workforce development
  - Experience in non-profit fundraising
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