



PORT of OLYMPIA

Washington

**DIRECTOR OF STRATEGIC INITIATIVES
AND COMMISSION RELATIONS**

\$104,481 - \$156,720

Plus Excellent Benefits

Apply by

April 2, 2023

(Open until filled. Applications will be reviewed as submitted.)

PROTHMAN



THE COMMUNITY



Headquartered in Olympia, Washington the Port of Olympia serves the Thurston County community in a variety of ways, leading and participating in many of the area’s economic development efforts.

Olympia is the capital of the state of Washington, the county seat of Thurston County and is the southern gateway to Puget Sound’s metropolitan region. It is home to a wide variety of industries, including state government, health care, retail, military, education, construction, farming, fishing, and logging, and has an active arts community. With an economic engine fueled to a great extent by state government, as well as three higher education institutions, Olympia enjoys the benefits of a stable workforce, an engaged and educated community, and a well-supported school system.



The region has a wide array of public parks and nature conservation areas. Majestic Mount Rainier and the rugged Cascade Mountains are nearby to the east, while the Pacific Coast is just an hour drive to the west. Blessed with a year-round mild climate, outdoor activities can be enjoyed almost any day, and the nearby mountains offer many opportunities for skiing, snowboarding, cross-country skiing, snowmobiling, and mountain climbing. Located on Budd Inlet, the southernmost point of Puget Sound, the area offers significant opportunities for a diversity of water enthusiasts. Historic downtown Olympia offers a variety of eclectic shopping and dining experiences, while Olympia’s Westside is a regional shopping destination with numerous national brand stores and the auto mall.

THE ORGANIZATION

Established in 1922, the Port of Olympia has a proud history in Thurston County. The Port serves the community by promoting trade, supporting family-wage jobs, and improving the environment. Today, more than 5,000 jobs and nearly \$715.5 million in economic activity in Thurston County depend on the Port of Olympia.

The Port of Olympia is currently governed by three elected commissioners who set policies and objectives for the organization. However, the county recently approved a proposition to increase the number of commissioners from three to five by electing an additional two in the 2023 general election. The five commissioners will serve in five separate newly created districts, each serving a four-year term. The commissioners appoint the Port’s Executive Director, who is responsible for the ongoing management of the Port’s enterprises and facilities.

The Port of Olympia operates with 49 FTEs utilizing 2023 budgeted operating revenues of \$15,889,591 and a capital budget of \$2,571,576.

The Port’s departments and business units include Operations (Marine Terminal, Airport, Swantown Marina and Boatworks, and Maintenance), Business Development and Real Estate, Executive Services (Communications, Marketing and Government Affairs, and Planning and Environmental), Human Resources and Administrative services, Finance and Contracting, and the newly formed Strategic Initiatives and Commission Relations.

From the commercial center at NewMarket Industrial Campus and the diversified specialty Marine Terminal, to the vibrant Swantown Marina and Boatworks and the strategically located Olympia Regional Airport, the Port of Olympia is committed to fostering economic growth in the South Puget Sound region and serving the needs of global customers. The Port values its relationships with the community, customers, Squaxin Island Tribe, Nisqually Indian Tribe, Chehalis Tribe, municipal governments, Joint Base Lewis–McChord (JBLM), and many regional economic development partners.

To learn more about the Port of Olympia, please visit www.portolympia.com.

THE POSITION

In consultation with the Executive Director (ED), the Director of Strategic Initiatives & Commission Relations coordinates and monitors the implementation of the Port's Strategic Plan, oversees selected priority projects, and provides policy analysis and research in support of the Port Commission as directed by the ED. This position monitors Commission and Leadership meetings to ensure timely and effective follow-up, and provides guidance and direction to the ED and other department Directors to ensure deliverables support the Port's Strategic Plan. As a part of the Executive Team, this position works to ensure that the goals set forth in the Strategic Plan are met.

Reporting to the Executive Director, this position assists with the implementation of Port Commission priorities as well as the day-to-day administration and operations of Commission functions. Major responsibilities include coordinating the execution of strategic initiatives, consulting with and advising the Executive Director on policy matters, and enacting complex policies and programs to fulfill the goals and objectives of the Port. The Director of Strategic Projects will be responsible for managing the affairs of the Port Commission and supporting the commitment to fair, equitable, and transparent decision-making. This position oversees the establishment of operational and administrative aspects of a newly formed governance structure (increasing the number of Port Commissioners from three to five) while maintaining continuity of operations and governance in the existing structure; all while implementing the Strategic Plan 2025.

For a full job description and to view all responsibilities, please view the attachment found [here](#).



THE IDEAL CANDIDATE

Education & Experience:

- A Bachelor's degree required, with an emphasis in general business, finance, and transportation; marketing or international trade preferred. An additional four (4) years of relevant experience may substitute for a bachelor's degree.
- Ten (10) years of progressive leadership level experience is required. Experience in the maritime/port or public sector is preferred. Experience must include extensive management of a department, unit, or team.

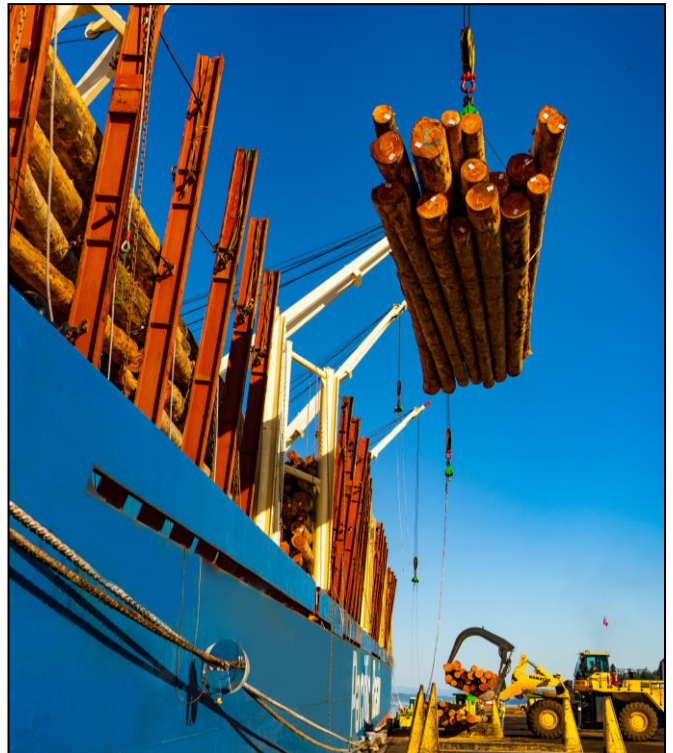
Knowledge, Skills, and Abilities:

- Excellent communication skills, both orally and in writing. Candidates must have the ability to communicate clearly and effectively with the Executive Director, Port Commission, Port staff, and the public. Strong listening skills with appropriate follow-up both verbally and in writing are sought.
- Experience overseeing large, complex initiatives and projects and collaborating with departments that are experiencing high levels of change.
- Experience with presenting in front of a variety of groups; from the community groups, business community, and local organizations, to the Port Commission.
- A demonstrated commitment to diversity, equity, and inclusion in the workplace and the ability to work collaboratively towards these goals.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail, as well as time management skills with a proven ability to meet deadlines.
- Demonstrated management and problem-solving skills.
- Experience effectively managing, motivating, and supervising people to achieve high quality work products. An ability to work effectively in teams as both a leader and a participant.
- Moderate business travel is expected/required.
- Ability to operate a wide variety of information technology equipment, including various software programs, as well as the aptitude to learn new and innovative equipment/systems/software.

COMPENSATION & BENEFITS

- **\$104,481 - \$156,720 DOQ**
- Medical, prescription, vision, and dental insurance with no out-of-pocket employee premiums and full coverage for employee, spouse, and all eligible dependents.
- Life and AD&D insurance with a maximum of \$100,000.
- 12 paid holidays.
- Earned vacation and sick leave.
- Bereavement leave.
- Educational assistance.
- Long-term disability insurance with optional additional coverage paid by the employee.
- Washington State Retirement System.
- Wellness fringe benefit.
- Optional AFLAC.
- Optional Ameriflex FSA.

To learn more about the full benefits provided, please view the attachment found [here](#).



**For more information about
the Port of Olympia, please visit:
www.portolympia.com**

The Port of Olympia is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 2, 2023** (first review, open until filled). Applications will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**Port of Olympia, WA – Director of Strategic Initiatives and Commission Relations**", and click "**Apply Online**", or click [here](#).



www.prothman.com

371 NE Gilman Blvd., Ste 310
Issaquah, WA 98027
206.368.0050