

*Archbright is proud to be partnering with our member, Uplift Northwest, to find their Chief Business & Operations Officer.*

## **Uplift Northwest is seeking a Chief Business & Operations Officer!**

Founded in 1921 and headquartered in Seattle, Washington, Uplift Northwest (ULNW) continues the same focus of empowering people through employment. Uplift is one of Seattle's oldest non-profits and is committed to serving individuals who are living in poverty and may be experiencing homelessness with supportive services and skills training in high-demand jobs.

Uplift Northwest (ULNW), the go-to temporary staffing and support services organization proudly serving the greater Seattle area for over 100 years, is looking for a Chief Business and Operations Officer (CBOO) to further our mission of guiding people on their path to self-sufficiency by providing employment and job readiness services. To find out more about what we do in the community, please visit- [www.upliftNW.org](http://www.upliftNW.org)

In this role, you will leverage your passion and skills in organizational and strategic planning as a member of the senior leadership team, leading the business enterprise and internal operations division. This is an exciting opportunity to manage a team of dedicated and seasoned professionals who are passionate about achieving our vision of a community where everyone is stable, self-sufficient and has access to gainful employment. This is a vital role that will spur growth of our Business Enterprise while contributing to increased efficiency and effectiveness of internal operations across Uplift Northwest. Currently managing a \$6+ million revenue stream, this individual works collaboratively across departments and with our key partners throughout the city and county.

The ideal candidate will be a confident, innovative, compassionate individual that leads in a collaborative and inclusive manner. Reporting to the Chief Executive Officer, this goal-oriented, savvy leader will embrace and implement Uplift Northwest's mission throughout all duties performed. ULNW is seeking candidates with:

- Bachelor's, or master's degree strongly preferred, or 10 years related work experience
- Experience in the non-profit sector strongly preferred
- 10+ years of progressive leadership experience, managing multiple functional groups across various disciplines, with strategic and financial oversight. Direct experience leading internal operations and business development functions.
- Strong working knowledge of MS Suite, including Word, Excel, Outlook, and PowerPoint
- Ability to work evenings, weekends, and special holidays on as needed basis.

ULNW provides health care insurance and a retirement program with company match, as well as paid holidays, vacation, and sick leave. Parking or ORCA pass provided.

This is a full-time position with a salary range of \$110k-\$135k annually DOE, with the possibility of an annual bonus, based on organizational, team, and individual goals. Bonus is up to 3% of the employee's annual salary. This is an on-site position in Seattle with some remote work allowed. Apply for this exciting opportunity online- <https://archbright.exacthire.com/job/106196> or send a resume and cover letter to [hrcrecruiting@archbright.com](mailto:hrcrecruiting@archbright.com). We look forward to hearing from you!