

Puget Sound Joint Purchasing Cooperative (PSJPC) Executive Director Job Posting

Location: Tacoma, Washington (Primary Remote)

Application Deadline: September 25, 2026 at 5:00 PM PDT

The Puget Sound Joint Purchasing Cooperative (PSJPC) is pleased to invite applications from highly qualified individuals or professional consulting firms to provide contractual leadership as the **Executive Director (ED)**. This is a pivotal leadership opportunity to shape the nutritional and fiscal success of 140 school districts across Washington. Interested parties are invited to submit their qualifications for this essential role by the application deadline listed above.

About the Organization

The PSJPC is a robust and influential organization comprising 140 school districts throughout the State of Washington. Our primary mission is to provide the strategic support necessary for National School Lunch Program (NSLP) bidding processes, covering food, supplies, and commodity processing. By leveraging the collective scale of our member districts, the PSJPC ensures operational efficiency and high-quality service delivery. Beyond nutritional procurement, the Cooperative manages a diverse array of shared services as determined by the PSJPC Executive Board to benefit our member communities.

Position Summary and Contractual Terms

This opportunity is offered strictly as a contractual service agreement, suitable for an independent consultant or a business entity.

- **Workload:** The anticipated service requirement is approximately 800 hours per year.
- **Core Mission:** The Executive Director is responsible for the overarching administration and management of the PSJPC. This role serves as the primary facilitator for the activities of the Association, ensuring that the strategic objectives of the Executive Board are met with precision.

Core Responsibilities and Professional Standards

The Executive Director is the face of the Cooperative and is expected to uphold the highest professional standards, including:

- **Strategic Facilitation:** Leading and facilitating Association meetings, strategic initiatives, and organizational activities.
- **Member Support:** Directly assisting member districts with Cooperative-related issues, inquiries, and procurement needs.

- **Confidentiality:** Maintaining strict confidentiality regarding all sensitive organizational and bidding information.
- **Ethics and Integrity:** Upholding the highest degree of ethics and professional conduct while representing PSJPC business interests to stakeholders and vendors.

Work Environment and Technical Requirements

While this position offers the flexibility of working primarily from a remote location, the Executive Director (or firm representative) is required to attend scheduled in-person meetings and conferences as necessary. To ensure seamless operations, the following technical standards are required:

- **Professional Workspace:** Maintenance of a dedicated, professional workspace suitable for conducting virtual board-level presentations.
- **Technical Capacity:** Sufficient internet bandwidth and hardware to effectively manage and lead meetings across multiple digital platforms.

Compensation

The PSJPC offers a compensation rate of **\$65 per hour**. We are committed to securing top-tier talent; therefore, this rate remains negotiable based on the unique experience and proven track record of the candidate or firm.

Application Instructions

Qualified candidates and firms are invited to submit their application materials no later than **September 25, 2026 by 5:00 PM PDT**.

- **Submission Method:** Email all application materials to denise.greer@pugetsoundcoop.org
- **Format Requirement:** To ensure compatibility, all items must be submitted in **PDF** format.
- **Required Documents:**
 - **Cover letter** detailing your interest and relevant expertise.
 - **Resume** (or corporate profile) including full contact information.
 - **Three professional references** who can attest to your work in administration or cooperative management.

Additional Information and Links

For a comprehensive job description and a detailed list of required qualifications, please visit the PSJPC bid opportunities page at: <https://pugetsoundcoop.org/bid-opportunities/>