



Neighborhood House Job Announcement

EXECUTIVE DIRECTOR

January 2, 2019





Our Organization.

Our approach is grounded in the tradition of the Settlement House movement: to empower our clients, to walk side by side with them on their journey, and to lift up hope and opportunity in everything we do.

Neighborhood House is one of the oldest non-profit social service organizations in Seattle and King County. We were created in **1906** as a Settlement House by the Seattle Section of the National Council of Jewish Women to serve refugees fleeing religious persecution. Over the last **112** years, we have expanded our efforts to help our neighbors in Seattle and King County achieve their life goals through a wide range of education, health and social services.

Our approach is grounded in the tradition of the Settlement House movement: to empower our clients, to walk side by side with them on their journey, and to lift up hope

and opportunity in everything we do. Whenever possible, we imbed our programs in the neighborhoods we serve and strive to be great community partners.

We intentionally honor and celebrate the rich diversity of the communities we serve every day. We are constantly learning and reassessing how to be more effective in our efforts to disrupt the forces of poverty, inequality and injustice. We reach out with kindness, curiosity, understanding and patience to all we encounter in our daily journey to repair the world.

We are a dynamic organization and we take pride in our ability to adapt

to new opportunities and challenges. Our budget has quadrupled over the last 18 years to **\$20 million**. At the same time, we built two community service centers in the heart of public housing communities. Today, our staff and volunteers serve over **14,000** individuals a year. Our **30+** programs and services reach individuals across their entire lifespan. Our nearly **280** staff speak upwards of **40** different languages and dialects, reflecting the racial and ethnic diversity of the communities we serve. They work out of **36** different sites throughout Seattle and King County including public housing communities, local colleges, public schools, WorkSource employment centers and others.



We are looking for a **New Executive Director.**

Our Executive Director will be retiring in the Fall of 2019, after 18 years of leadership. We are looking for someone to continue our proud legacy of service and community. We envision our next Executive Director as someone who will:

- 1. lead and develop a talented team;**
- 2. inspire others to act;**
- 3. be a life-long learner;**
- 4. be a great communicator; and**
- 5. be committed to race & social justice.**

We are casting a wide net and encourage anyone with a desire to lead a successful organization to apply. You do not have to have prior experience as a non-profit Executive Director to be considered. You may have a background in public policy or community organizing. You may be working in the public or private sector, a school district or local government. You may currently be running a non-profit organization and interested in a new challenge.

Or you may be a program director, manager or coordinator who is ready to take on more responsibilities and the opportunity to make a big impact in your community.

We are looking for someone with passion, commitment, humility, curiosity and a desire to work hard on behalf of a noble and challenging mission. If this sounds like you, we encourage you to apply.



The Position.

Key Priorities

- Lead the organization and fulfill the mission.
- Partner with the Board of Trustees to establish the strategic direction of the agency.
- Support, develop, and oversee the leadership team of the organization, who carry out the day to day operations.
- Create and nurture the work environment and culture of the agency in a way that best accomplishes the mission and achieves our strategic goals in service to our communities.
- Effectively communicate the importance of our work to funders, donors, decision makers, and the general public.
- Support and move forward on a strategic direction within the context of a multi-service, multi-grant non-profit.
- Sustain and advance the long-term financial health of the organization.

Working Relationships

This role partners with many individuals in various capacities, including elected officials, funders, donors, community leaders, community members, other non-profit leaders, staff, clients, and public entities.

Authority and Reporting Structure

This position oversees the entire organization and has four direct reports - the Director of Finance and Administration, the Director of Development and Advancement, the Director of Child Development, and the Director of Education and Community Services.

The Position. *continued*

Behavioral and Professional Competencies

- Strong written and verbal communication skills
- Ability to be self-directed
- Interpersonal and relationship-building skills
- Ability to motivate a team

Desired Qualifications

- BA in any relevant field. Equivalent combination of education, training and experience will be considered.
- 7 – 10 years of experience in leadership, operations, administration, or other relevant field, with at least 5 years of experience in management/supervisory responsibility.
- Knowledge and experience in strategic planning, evaluation, business operations, and/or continuous quality improvement. Non-profit experience preferred.
- Demonstrate cultural competency, integrity, and professional ethics in all work.
- Must be able to work in a dynamic environment with constant change and growth.
- Must be a self-starter, highly organized, dependable, have strong problem solving skills and be able to manage multiple complex problems at once.
- Must pass Neighborhood House background check requirements and complete all other agency required trainings within the required time frame.



Benefits and Compensation

Neighborhood House provides a comprehensive benefits package for employees and their families at a low monthly co-premium rate. These benefits include:

- Medical & Vision, Dental, Employer Sponsored Life and AD & D Insurance, Long Term Disability, Employee Assistance Program, Flexible Spending Account, 403(b) Retirement Plan with Discretionary Contributions, Generous Vacation and Sick Leave Accruals, 11 Paid Holidays; Additional information about Neighborhood House benefits can be found [here](#).
- The compensation range for this position is \$120,000-\$160,000 annually, depending on the experience and qualifications of the candidate.



Timing & Application Process.

Interested Applicants should submit the following to NeighborhoodHouseED@nhwa.org:

- Cover Letter – answering the question – *What inspires you to choose Neighborhood House as the next step in your community work?*
- **Completed Agency Application**
- Resume
- Any other related work product or other materials relevant to the position (eg. writing sample, past presentation materials, etc.)

Timeline

A first review of applications begins on **Monday February 18, 2019**. All interested individuals should submit their materials by **Sunday February 17, 2019 at 5pm** to be considered in the initial pool of applicants. The position will remain open until filled.

Employment Practice

Neighborhood House is an Equal Opportunity Employer. Applications are considered without regard to race, age, sex, color, creed, religion, disability, national origin, marital status, mental or physical handicap, sexual orientation (heterosexuality, homosexuality, bisexuality and expression of gender identity) or any other classification protected by law. Neighborhood House encourages and gives hiring preference to current and former Head Start parents and children. We encourage people of color and residents of the communities we serve to apply. Neighborhood House is also a provider of employment and training programs. Auxiliary aids and services are available upon request to persons with disabilities. Washington Telecommunications Relay Service: 800-833-6384 or 7-1-1.

For More Information

Inquiries may be directed to NeighborhoodHouseED@nhwa.org. Please note that candidates being considered for the position will be contacted directly.

Thank you.