



JOB DESCRIPTION

JOB TITLE: Chief Executive Officer
REPORTS TO: Board Executive Committee
FLSA STATUS: Exempt
UPDATED: July 2021

SUMMARY:

Northshore Senior Center is a large multi-service organization the Northshore region of North King County and South Snohomish County in WA. Founded in 1972 to serve the needs of older adults in the region, the organization has expanded to be one of the largest senior centers in the country, now with services for older adults, people with disabilities, family caregivers and many others in our community. With facilities in three cities, and services offered throughout the region, Northshore Senior Center is well respected in the region for the quality of services offered, the breadth of services offered, and the organization's willingness to step up to meet community needs.

Northshore Senior Center is seeking a dynamic leader to continue and expand upon the forward momentum that has been achieved over the past many years. This visionary individual should be able to distill community needs and identify appropriate ways for our organization to meet them, have a commitment to creating and maintaining a positive working environment for staff, be able to create strong relationships with a wide variety of stakeholders, and have a commitment to serving the entirety of our community in a manner that best meet their unique cultural needs.

Our new CEO will be coming into our organization at a pivotal time. Having adjusted programming significantly during the pandemic to meet the changing needs of our community, there is a unique opportunity to re-envision the organization's role in the community in the coming years. For example, develop more comprehensive programming, including but limited to the use of virtual platforms.

Our CEO is the public face of our organization and is responsible for the successful leadership and management of a regional multi-service center, including personnel, fiscal, contractual, fund development, facilities, planning and programming. Our CEO will direct all aspects of the organization in accordance with the Vision, Mission, Values and Equity Statement of the Northshore Senior Center, along the rules and regulations of applicable regulatory and governing agencies.

Interested candidates should send a cover letter and a resume to CEOSearch@mynorthshore.org.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collaborate with the board of Directors to identify, create and implement strategic plans to actualize business objectives.
- Identify, recruit, train and develop a talented team of employees and volunteers who can lead critical departments and manage strategic business functions.
- Monitor company operations and ensure employees and business practices comply with regulatory and legal requirements.
- Develop the organizational culture and promote transparency and collaboration throughout the organization.
- Develop partnerships with organizational stakeholders, funders, community partners, and other relevant parties.
- Identify potential risks and opportunities within the organization and its environment identify and implement mitigation to protect business interests and reputation in the community.
- Identify potential sources of investment and organize fundraising efforts.
- Represent the company at social and corporate events in ways that strengthen the brand and communicate the company's message.
- Other duties as necessary and/or assigned.

MINIMUM QUALIFICATIONS: Eligible candidates must be able to perform each of the essential duties listed above. While certain experience is considered preferred for this role, we acknowledge that a variety of professional and lived experiences may help to qualify candidates for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Licenses/Certifications:

1. Baccalaureate or Master's degree in sociology, gerontology, community organization, psychology, social work, public administration, or related field preferred.
2. Valid CPR and First Aid required within 90 days of hire.

Preferred Experience:

1. Five years' or more of progressive non-profit management experience or other relevant experience including supervisory and/or administrative experience involving policy and program development and implementation, and budget and financial management.
2. Demonstrated experience managing, complying with and achieving outcomes for complex government contracts.
3. Proven track record of achieving results in the areas of change management,

fundraising, board development and team building.

4. Experience working with volunteers and a volunteer Board of Directors.
5. Professional experience in a related industry including aging, health care, transportation, recreation or social services.
6. Proficient with MS Office Suite (Word, Outlook and Excel).
7. Comfort learning and utilizing other software systems including various data management systems, teleconferencing systems, etc.
8. Demonstrated commitment towards promoting diversity, equity, inclusion and access.

Other:

Candidates representing the broad diversity of our community are strongly encouraged to apply.

Note: All employees are subject to WA State Patrol Criminal History Background Check and must complete a Criminal History Self-Disclosure Form.

LANGUAGE SKILLS: Ability to talk, speak publicly, read and analyze documents, write reports and correspondence.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, divide, use excel formulas, forecast revenue and expenses and work with budgets and interpret monthly financial reports.

REASONING ABILITIES: Ability to prioritize and problem solve complex problems and adaptive challenges.

PHYSICAL DEMANDS: While performing the duties of the job, the employee is regularly required to sit, talk and be able to hear. The employee is frequently required to use hands to finger, handle or feel as well as reach with hands and arms. The employee is regularly required to stand and walk.

WORK ENVIRONMENT: The job is performed in a non-smoking, temperature regulated environment with a moderate noise level. While some opportunity may exist for remote work, this position is primarily an on-site position located at our Bothell facility.