

Title: Executive Director, North East Seattle Together (NEST)

Employment Type: Part-Time, 24 hours/week

Location: Seattle, WA

Salary: \$40,000 - \$45,000, D.O.E.

Background

Founded in 2009 and opened for operations in 2012, North East Seattle Together (NEST) is a growing and vibrant nonprofit organization governed by an eleven-member Board of Directors, staffed by three professionals, and guided by the investment and active involvement of village members, community volunteers, and business partners.

NEST is driven by the belief that no one should have to grow older alone – that each of us can age and grow better together. We give our neighbors choices for staying independent, active and connected. We are one of 200 villages operating across the country, and one of four villages in Seattle. The NEST village supports older adults in 13 Northeast Seattle neighborhoods and is bounded by the Montlake Ship Canal to the south, Northgate Way and NE 110th Street to the north, Lake Washington to the east, and Interstate 5 to the west.

NEST's 2019 budget is \$219,000, with income from membership dues (36%), business sponsors (6%), individual donors (28%), and grants (30%). In addition to the Executive Director, NEST has two staff (1.8 FTE) and extensive volunteer involvement in all aspects of program delivery. Over 620 volunteer hours are coordinated monthly.

After 7 years in operation, NEST is:

- Recognized as Northeast Seattle's senior center
- A vibrant community of 180 members supported by 185 volunteers
- A hub of activity that hosts 380 member gatherings and 150 public events each year
- A member-run organization
- Intergenerational - our youngest volunteer is 3 and our eldest is 90
- Reliable, filling 99% of members' service requests
- Providing satisfaction to members, with 95% renewing annually
- On the cutting edge. Aspects of NEST's model are replicated locally and nationally.

Position Summary

NEST seeks an Executive Director who demonstrates a powerful combination of authentic people skills, visionary leadership, ability to delegate, strategic problem solving, nonprofit experience, and business knowledge to help us progress to our next level of operational and program success. The ED will partner and work collaboratively with the NEST staff, board and community partners to expand our growth. The ED will clearly communicate the vision and strategic direction of NEST, lead staff and volunteers, and ensure that NEST is well managed and accountable to our members. The ED will be a highly visible champion for Northeast Seattle seniors and assume a strong leadership role in the community in identifying strategic and collaborative opportunities for the organization.

Highest Organizational Priorities

- **Expand fundraising to support sustainability** with measured reliance on membership dues and individual contributions while increasing other sources of income including grants, corporate/vendor contributions, and a new planned giving program.
- **Mentor MSW and BSW students** from the University of Washington and other schools of social work.

Responsibilities

- Ensure ongoing programmatic excellence and consistent quality of finance and administration, fundraising, communications, and systems.
- Actively engage and energize NEST's members, volunteers, board members, event committees, partnering organizations, and funders.
- Support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction for ongoing operations.
- Lead, coach, develop, manage and retain NEST's staff.
- Ensure effective systems to effectively track services, progress, and goals; regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.
- Ensure rigorous fiscal stewardship; compliance with all relevant laws and regulations.

Qualifications

The ED will be thoroughly committed to NEST's mission. All candidates should have proven leadership, and relationship management experience.

Specific requirements include:

- Advanced degree, ideally a MSW with at least 5 years of senior management experience; track record of effectively taking an organization to the next stage of growth
- Strong gerontology background, or equivalent, and familiarity with Virtual Village concept

- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Unwavering commitment to quality programs and data-driven program analysis.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

Application Process:

To be considered for interviews please send, *as a pdf*, a 1-page cover letter, plus resume to edhiring@nestseattle.org Open until filled.

Include in subject line: Your Name, NEST Executive Director