

Job Title: Executive Director
Reports To: Board of Directors
FLSA Status: Exempt
Salary Range: \$85,000-\$105,000

Organization

Community for Youth (CfY) inspires and supports students to be their best selves through mentoring learning experiences, and a powerful community. Through activities and conversations that are youth-centric and youth-led, students explore issues that impact them. Caring adults act as trusted advocates and opportunity brokers so youth can realize their goals, explore career options, and improve their community through service-learning and career-connected mentoring!

Position

Reporting to the Board of Directors, Community for Youth's Executive Director (ED) will have overall strategic and operational responsibility for staff, programs, expansion, and execution of its mission. S/he they/them will initially develop deep knowledge of CFY with respect to core programs, finance, operations, and strategic plans. The ED provides strategic direction and collaborative leadership to establish and implement the organization's mission. They will proactively establish the staffing structure, resource prioritization, and financial reporting, driving towards organizational growth and sustainability. The ED enables everyone in the organization to do their best work by providing strong internal leadership through a consensus, input-seeking approach. Because our students come from many different backgrounds, the ED must bring an anti-racist, equity, and social justice lens to this work. The ED seeks out ways to stay connected to the programs and is willing to embrace and improve an established environment of success.

Responsibilities:

- Passionately communicate the mission – share CfY mission, goals, strategy with all internal and external community partners
- Work in partnership with the Board, staff, and volunteers to update our Strategic Plan
- Expand revenue-generating and fundraising activities to scale existing program operations and support future opportunities
- Reinforce and support the existing organizational culture that values collaboration, transparency, equity, and social justice.
- Lead, coach, and develop CfY's staff at all levels; directly lead a diverse team consisting of program managers, business development staff, volunteers, and contractors
- Actively engage and energize CfY's volunteers, Board members, event committees, alumni, partnering organizations, and funders.

- Act as an ambassador and effective spokesperson for CfY on issues impacting youth in the community. Share our work in meaningful and impactful ways to uncover new development opportunities.

Qualifications

- 10 years of senior leadership experience leading the operations of a non-profit or equivalent organization; ability to build a shared vision, encourage and empower others to join in realizing this vision, and create a path to achieve it
- Experience leading strategic fundraising efforts; ability to nurture and sustain relationships and raise significant funds from foundations and/or individual donors.
- Excellent organizational leadership skills; ability to mentor staff, develop dynamic teams, set and achieve strategic objectives, and manage a budget exceeding \$500,000
- Demonstrated experience developing a multi-year strategic plan in collaboration with relevant stakeholders
- Must possess an understanding of equity-centered leadership and mastery understanding of the concepts of institutional and structural racism and their impact on underserved and underrepresented communities.
- Strong verbal communication and interpersonal skills including the ability to establish rapport with students, families, staff, community leaders, political leaders, donors, and the Board of Directors; the ability to build trust, work collaboratively, sustain positive and productive long-term relationships, and inspire confidence amongst these stakeholder groups.

Preferred but not required:

- Advanced degree or equivalent years of experience
- Experience leading a community and youth development/mentoring-based non-profit organization.
- Experience working collaboratively across Seattle Public Schools or similar sized district'

WORK ENVIRONMENT

The work environment conditions described below are representative of those that must be met by an employee to successfully perform the functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

Conditions:

- Hybrid office environment; with an emphasis on in-person program delivery
- Frequent independent travel;
- Occasional evening and weekend work required.



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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Job Description may be subject to change to meet the needs of the organization.

Employee Benefits

- Medical, Dental, Vision Insurance
- Optional Matching 401K retirement (3%)
- Generous PTO with 11 Holidays + Week of 12/25-1/1 as PTO each year
- Professional Development fund

Vaccination Mandate

Per Governor Inslee's Proclamation 21-14.1, employees and community partners working at Seattle Public Schools must be fully vaccinated against COVID-19, unless a medical or religious exemption is approved. Being fully vaccinated means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. As a condition of employment, newly hired employees will be required to provide proof of their COVID-19 vaccination or be approved for a medical or religious exemption prior to being allowed to work.

Equal Opportunity Employment

Community for Youth (CfY) is committed to a policy of equal opportunity for all applicants and employees regardless of race, religion, national origin, gender, marital status, age, the presence of a disability, or any other basis protected by applicable federal, state, or local laws. Our equal opportunity policy applies to all phases of employment, including recruiting, hiring, job assignment, supervision, training, upgrading, transfer, compensation, benefits, promotion, education, recreation, layoff, and termination. CfY complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact cfyjobs@communityforyouth.org

APPLY

Please send resume and cover letter to cfyjobs@communityforyouth.org with Subject Line: Executive Director Candidate Packet. Qualified Candidates will be reviewed on a rolling basis with priority given to those that **apply before Monday, December 20, 2021**



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FOR YOUTH**

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