



Executive Director, Lewis County Seniors

Lewis County Seniors is a non-profit 501(c)3 corporation focused on assisting our senior citizens with nutritional, social, educational and enrichment programs. Along with the help of our tireless and dedicated staff, we serve meals, create learning and enrichment opportunities, help our seniors with issues directly impacting their health and wellness and reach out to the community with fundraisers and other community events. In cooperation with the Lewis Mason-Thurston Area Agency on Aging (LMT-AAA), our organization strives to provide nutritious meals for all seniors -- no one is turned away!

The Lewis County Seniors is seeking an Executive Director who can grow the organization's footprint, capitalizing fully on its mission to connect philanthropy with Lewis County Seniors' (LCS) highest priority and most innovative solutions. For this role, the board seeks an entrepreneurial leader who inspires and develops their team through creating business plans, improving overall performance of services, developing, and maintaining the organization's culture and work environment, assuring compliance with all relevant federal, state, and local statutes, reporting on revenue, directing organizational strategy, all while supervising and overseeing daily activities. The ideal candidate is a compelling communicator, story-teller and strong builder of relationships; and a results-driven manager who has demonstrated success for the initiatives and organizations under their leadership. The Executive Director will oversee all functions and delegate individual tasks as required. The ED will also ensure that all staff are performing their individual responsibilities and report any problems to the HR committee immediately. This is a tremendous opportunity for an advocate who wants to make a significant impact by bringing in resources to support senior citizens throughout Lewis County.

Duties and Responsibilities

- Develop, in communication with the LCS Board, a long-range strategy to achieve the goals of the LCS mission statement, ensuring that these are achieved with consistent,

timely and appropriate progress.

- Provide leadership in developing programs, including organizational, fundraising, and financial plans with the Board of Directors, Marketing/Fundraising and Operations staff and carry out plans and policies as authorized by the Board.
- Promote and actively seek new sources of volunteers and community support in coordination with Marketing/Fundraising staff
- Maintain official records and documents, and ensure compliance with federal, state, and local regulations.
- Maintain a working knowledge of significant developments and trends in the field.

Strategy

- In consultation with the Board, set strategic and annual plans.
- Serve as a strategic thought-partner through the formulation and implementation of broad, long-term policies and strategies.
- Drive conversations with the Board, LCS leadership, and the funding community to facilitate planning, decision-making, action, and learning for each group

Fundraising and Partnerships

- Generate revenue by working with fundraisers to support our program goals.
- Cultivate a diverse and sustainable funding base across a range of sources.
- Facilitate donor understanding of LCS priorities, strategies, and working relationships with the organization

Accountability and Program Support

- Oversee progress monitoring of key LCS initiatives; ensure accountability and compliance with funder grant terms and conditions.
- Supervise extensive project management support and ensure successful project delivery.
- Retain and strengthen balance between independence and partnership with all related parties.

Communication and Brand Management

- Keep the Board fully informed on the condition of the organization and all-important factors influencing it, including all problems, concerns, emergencies, and issues related to community relationships. Weekly updates via email to members of executive Board of problems and concerns should be provided as needed.
- Develop a multi-media communications strategy to elevate Lewis County Seniors'

success, wins, and value proposition through earned media, social media, website, annual report, and other public relations opportunities.

- Represent LCS programs to agencies, organizations, and to the public.

Organizational Leadership and Management

- Cultivate and grow a culture that fosters and maintains a high degree of employee performance, integrity, and deep appreciation for diversity, equity, and inclusion
- Lead key human capital functions, including recruiting talent, staff development, work assignment, performance evaluation, promotion and compensation discussions, and dismissal.
- Oversee all accounting functions, including financial planning and tracking, in collaboration with an external accounting firm, and ensure proper financial controls.
- Oversee all legal functions, in collaboration with strong pro bono legal counsel.
- Form a strong relationship with the Chair of the Board to direct board activities

Who are We Looking for?

- An accomplished leader with a track record of success in nonprofits and/or the private sector who is dedicated to the Lewis County Seniors' mission and has a deep commitment to ensuring that all can access the opportunities they deserve.
- Inspirational management style; willing to devote time to coach and develop their team while holding them accountable to measurable results.
- Demonstrated track record of building a successful business and/or program partnerships required, experience in raising significant funds for an organization via major gifts fundraising preferred.
- Culturally competent and a self-reflective leader who understands the effects of race, class, ethnicity, income, sexual orientation, gender identity, national origin, and other issues of difference in society and is able to lead direct conversations about them.
- Skilled in strategic planning, project management, and organization; able to focus on and communicate corporate priorities while not losing sight of the details; and align vision with defined values.
- Dynamic and versatile, someone who engages effectively with a variety of individuals and speaks in a clear, compelling, and authentic manner about the organization's goals and priorities
- Knowledgeable in the principle and practices of Older Americans Act Federally Funded Nutrition Services Program.
- Strong partnership builder with a diverse range of community leaders and institutions.

Salary and Benefits

- Start Date: Available Immediately – Start date negotiable

- Location: On-Site; Twin City Center, 2545 N. National Ave, Chehalis, WA 98532
(additional locations throughout Lewis County; approx. 100 miles)
- Compensation: \$55-60K to start – May be negotiable.
- Benefits: Health Care, Dental, Vision, Sick Leave, and Vacation

Resume to: nora.davis@lewiscountyseniors.org