



## Executive Director

### Position Summary

The Executive Director is responsible for leading and managing Island Senior Resources (ISR). This includes creating and guiding the organization's vision, operations, and financial plans to ensure its long-term success and impact.

Reporting to the Board of Directors, the Executive Director inspires and supports staff, volunteers, and community partners to deliver high-quality programs and services that help seniors and adults living with disabilities in Island County.

The Executive Director serves as the main representative of ISR, building partnerships with community organizations, government agencies, and funders to expand the organization's reach and grow its impact in the community. The ED plays a key role in securing funding, including grants and donations, to keep ISR's programs relevant, scalable, and running effectively and efficiently. Staff oversight, ensuring efficient operations, and keeping ISR's vision, mission, and goals aligned with decisions is paramount

This leadership position requires someone who can inspire teamwork, manage resources effectively, and act as a public advocate for ISR's mission to serve seniors and adults living with disabilities.

### Essential Job Functions

1. Provides visionary leadership and partners with the Board of Directors to develop and implement ISR's strategic plan.
2. Fosters effective teamwork among the board and the staff.
3. Serves as the primary advocate and spokesperson for the organization.
4. Ensures smooth day-to-day operations by creating and maintaining effective policies, safeguarding data security, and managing legal, budgetary, and staffing responsibilities.
5. Secures funding through grants, donor cultivation, fundraising events, and partnerships in order to add significant financial capacity; this may include a capital campaign or other capacity-building growth model.
6. Oversees program planning, execution, and evaluation to maintain high-quality services aligned with the organization's mission.
7. Cultivates a positive work environment, managing staff recruitment and development, and fostering a culture of accountability via performance development while ensuring compliance with legal and fiscal obligations.
8. Leads marketing and communication strategies to enhance ISR's visibility and

- reputation, fostering strong relationships with media, community partners, and stakeholders.
9. Advocates for the organization in public and private forums, building partnerships to advance its mission.
  10. Represents in the community, hosting events to promote ISR's leadership and programs while supporting donor and volunteer appreciation efforts.
  11. Identifies and mitigates organizational risks and oversees the effective use and maintenance of ISR-owned and rented facilities.
  12. Ensures ISR's continued growth, sustainability, and alignment with the needs of the community.

## Qualifications

### Education and Experience

- Bachelor's degree in Business, Social Impact, or a related field; Master's degree preferred.
- At least 10 years of progressively responsible management experience in a social service organization, community non-profit leadership, or equivalent experience combining business leadership and social service nonprofit involvement.

### Knowledge, Skills, and Abilities

- Deep understanding of nonprofit management, including strategic planning, operations, and leadership.
- Knowledge of laws and regulations applicable to nonprofit organizations, including employment and safety standards.
- Experience with human resources management, financial planning, and budgeting processes.
- Knowledge and experience leveraging and overseeing project management.
- Proficient in using Microsoft Office 365, internet tools, social media, and AI-enabled productivity platforms and management processes.
- Effective financial oversight including budget development.

### Personal Characteristics

- Flexible, adaptable, and able to thrive in a dynamic environment.
- Ethical and mission-driven with a strong growth mindset and ability to inspire others.
- Effective communicator who listens and can build relationships and foster teamwork.
- Creative thinker with strong problem-solving and organizational skills.
- A connector of people for the greater good of our aging and disabled adult community.
- A natural collaborator both within and outside of an organization.

- An innovator who can strategically create a vision for social impact endeavors while operating tactically to achieve that vision.

### **Special Requirements**

- Valid Washington State Driver's License with a clean driving record.
- Ability to pass a criminal background check as required by state regulations.
- Residence on Whidbey Island is preferred or the ability to be present on-site 5 days a week, with occasional evening and weekend events.

### **Working Conditions**

The Executive Director primarily works in an office setting but will need to travel within and outside the area for meetings, events, and training. Occasional evening or weekend work may be required.

The Executive Director will be able to do some work from home along with travel to all ISR's service locations in Island County. Most in-person meetings will take place at our home office in Langley. The work schedule is flexible with most of the work occurring on weekdays between the hours of 8:00 AM and 5:00 PM with occasional after-hours meetings or events.

### **What We Offer**

#### **Compensation**

- \$130-160K Salaried Exempt
- Vacation - 12 days of vacation accrued per year.
- Paid Holidays - 11 federal holidays with full office closure plus 1 anniversary holiday per year.
- Sick Leave - accrued at a rate of 8 hours per month.
- Health Insurance - Employer-paid Health Insurance for the employee with buy-up options available; employee-paid options are available for dependents. Employees who opt out of the group plan because they have other minimum essential coverage may be issued cash up to \$420 per month.
- Vision Insurance - Employer-paid Vision Insurance for the employee; employee-paid options are available for dependents.
- Group Term Life and Accidental Death and Dismemberment (AD&D) Insurance - up to a \$10,000 benefit.
- Employee Assistance Program.
- Optional 401.
- Relocation Assistance.