



## POSITION DESCRIPTION

### Executive Director

Program: Counseling Status: Exempt

Supervisor: Kent Youth & Family Service Board of Directors directly through Board President.

Kent Youth & Family Services (KYFS) is a IRS 501(c)3 determination non-profit social service agency providing professional counseling, education and support services to children, youth and families in the community defined by the Kent School District which includes the Kent and Covington communities and generally central South King County. The agency provides services and activities that meet the evolving select areas of human services needs of these diverse communities with social justice, equity and cultural competence.

Selected by the KFYS Board of Directors, the Executive Director is responsible for all facets of the day-to-day operations and affairs of the corporation, under the general guidance of the President of the Board of Directors in accordance with the responsibilities outlined below. Operating within the policies and procedures established by the Board of Directors, the Executive Director provides leadership and oversight to the staff of KYFS in the implementation of the agency's programs, services and activities.

#### PRINCIPAL ACCOUNTABILITIES/ESSENTIAL FUNCTIONS

- Maintain and protect the IRS 501c3 designation in good standing with the Internal Revenue Service. Maintain all agency obtained credentials, licenses, contracts and in good standing with respect to requirements of each.
- Manage all affairs of KFYS in an effective manner that ensures that programs and activities are planned, implemented and supported that fits the agency's mission and is relevant to the needs of the community. The Executive Director works with the KYFS staff to develop work plans, programs, and proven, evidence based, promising practices upon a Results Base Accountability Framework. The director must have the vision to continuously develop and position the agency in its mission while being effective in working with a wide array of diverse KYFS stakeholders and constituents.
- Recruit, select and retain an inclusive, diverse, competent, high quality and empowered KYFS staff. Directly or designate the hiring, supervision and support of staff and evaluates staff performance in accordance with requirements of the agency. Provide leadership and promotes professional and personal development as well as cohesiveness among staff.
- Develop financial resources in support of agency programs; administer and monitor income and expenses in accordance with financial plans approved by the board. Work with KYFS management staff to prepare an annual operating budget for approval by the Board of Directors Finance Committee and the entire Board of Directors. Provide for an annual independent audit of the agency's financial statements assuring that the results represent an unqualified opinion of the KYFS financial statements. Assures that all funds are used for intended purpose(s) of the agency's funders and donors and that accounting for the use of the various funds awarded to KFYS is transparent and accountable. Assure that the IRS Form 990 accurately reflects the activities, fiscal, governance and programmatic of KYFS as the publicly filed annual tax document.
- Responsible for agency partnerships with key foundations, donor and other funders and develop systematic processes for engagement and revenue generation with new funding partners when opportunities present themselves.
- Maintain knowledge and expertise of the current various jurisdictional public policy priorities and regulatory environment as it impacts KYFS programs and activities. Actively participate in the civic discourse that results in new or evolving policy and regulatory changes. Knowledgeable about the philanthropic community and its various priorities, initiatives, funding goals. Establish and maintain positive relationships with the various individuals across these various jurisdictions and foundations.
- Represent KYFS in the community wherever and whenever the Executive Director's presence and participation maintains and advances the public image and reputation of KYFS and/or anywhere KYFS' presence as a contributing entity is presumed to be a positive participant. Generate community support for the agency and works to promote positive community relationships with donors, funders, contractors, local, county, state and federal jurisdictions and other quasi-governmental entities, other community based organizations and the media.
- Develop and maintain partnerships and collaborations across multiple sectors, non-profit, for profit, government, K-12 and higher education, housing authorities, etc. that contribute to the programs, services and activities of KYFS and the functioning of the human services sector in general so as to improve the lives and functioning of children, youth and families

- Works with the Board of Directors, President and board committees, and the agency's management team in the effective administration of the agency and its mission to respond effectively to the needs of youth and families in the community.

### QUALIFICATIONS

- Bachelors or Masters of Arts or Science degree in human services, non-profit management or related discipline with at least five years of supervisory responsibility.
- Experience in program development, program management, fiscal and regulatory management.
- Previous leadership experience in a human services agency preferred.
- Maintain in good standing any applicable professional credentials related to degree(s) and/or career path.
- Demonstrated leadership or participation in human and/or social services successfully engaging communities with diverse and historically marginalized backgrounds such as sexual orientation, race, ethnicity, religion, language, gender, age, socio-economic status, physical and learning abilities, that reflects a commitment to inclusivity and equity and social justice.
- Experience as a compelling, articulate advocate for a mission-driven organization; demonstrated proficiency navigating through political systems.
- Proven success in fundraising
- Satisfactory completion of any applicable background check.

### PREFERRED QUALIFICATIONS

Kent Youth and Family Services Board of Directors will consider professional experience, service to community, and understanding and implementation of equity and inclusion in its selection of a new Executive Director. Leading candidates will have an entrepreneurial and visionary perspective and will support and encourage creativity, initiative, and accountability at all levels of the agency. Leading candidates also will demonstrate a commitment to the mission of providing service to the children, youth and families of our community and will have a strong record of achievement, including management experience in a human services agency, and/or nonprofit, business, industry, or government organizations.

The new Executive Director of Kent Youth and Family Services will be:

- a visionary leader with a record of successful management experience in a non-profit or other, similar and complex organization, who is able to expand the role of the agency and who can ensure that services are distributed to best meet the needs of the youth and families in our diverse community;
- a communicator capable of fostering and enhancing mutual respect and diversity of opinion in a climate of accessibility, trust and inclusion; a decision maker who is fair, ethical and responsive;
- a partnership builder with business, industry, labor, government and educational institutions; who is active in the community and able to assume the role of community leader; an articulate, politically sensitive and savvy spokesperson who will seize opportunities to share Kent Youth and Family Service's mission and successes with the broader communities;
- a fund-developer who is experienced with engagement and revenue generation practices; who is able to build upon existing relationships with key foundations and other funders and will partner with new sources when opportunities present themselves;
- a skillful manager with business acumen who exercises thoughtful stewardship of fiscal, capital and human resources; a decision maker who is able to analyze problems, develop alternatives, make difficult choices among competing interests and set a strategic course of action;
- a risk taker who inspires creativity and innovation and who demonstrates appreciation for the efforts and achievements of agency staff and management; a team player and team builder who is able to develop effective teams throughout the agency, inspire confidence, and motivate others to achieve success.

### HOURS/COMPENSATION

Salary established through negotiations and agreement with the President of the Board of Directors and by resolution of the entire Board of Directors. Current salary of this position is \$115,000.

Medical insurance is provided on a cost sharing basis. Dental, short term disability, life insurance, 403b retirement plan and paid time off are provided.

POSITION OPENS: April 22, 2020      Position Closes: Until Filled

Kent Youth and Family Services is an Equal Opportunity Employer and is committed to promoting equity and inclusion in all activities and services, including employment. KYFS does not discriminate on the basis of race, color national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veterans or military status, or use of a trained guide dog or service animal.

We are committed to increasing our cultural diversity with an emphasis on equity and inclusion for the agency. The children and their families that we serve come from a variety of backgrounds and are over 75 % of color. We strongly encourage people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans and those with lived experiences to help meet the needs of our diverse community.

[kyfs.org /careers](https://kyfs.org/careers)