

EXECUTIVE DIRECTOR



JOB OPPORTUNITY



For nearly 50 years, Kent Youth and Family Services has helped youth and families in South King County achieve their goals for a better future. KYFS, a non-profit social service agency, serves approximately 10,000 youth and families per year in South King County, through professional counseling, education, and support services. The agency provides services and activities that meet the evolving human services needs of these diverse communities with social justice, equity, and cultural competence.

As we begin an exciting new chapter for our organization, we seek an Executive Director candidate who is a **visionary leader, communicator, partnership-builder, risk-taker, decision-maker, skillful manager, and experienced fund developer**.

WHY WORK FOR KYFS

If you are passionate about helping youth and families achieve their goals for a better future, then Kent Youth and Family Services is the organization for you. We value **equity and cultural inclusion, accountability, partnering, advocacy, and responsiveness to clients and community**.

LOCATION:
[Kent, Washington](#)

POSTING DATE:
[April 22, 2020](#)

DEADLINE:
[Applications submitted by May 30, 2020 will be given primary consideration.](#)
[Interviewing will begin in June. Early applications are strongly encouraged!](#)



RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

Our Mission

KYFS promotes healthy development of children, youth and families in South King County by providing professional counseling, education and support services.

Our Vision

Helping youth and families achieve their goals for a better future.

Our Values

Equity and Cultural Inclusion Accountability Partnering Advocacy Responsive to Clients and Community



The Executive Director reports to the Board of Directors and oversees a \$5.7 million budget and 130-member staff team. Specific responsibilities include:

- Manage all affairs of KYFS in an effective manner that ensures that programs and activities are planned, implemented, and supported in a way that fits the agency's mission and is relevant to the needs of the community.
- Recruit, select and retain an inclusive, diverse, competent, high quality and empowered KYFS staff.
- Develop financial resources in support of agency programs; administer and monitor income and expenses in accordance with financial plans approved by the board.
- Responsible for agency partnerships with key foundations, donors 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 current public policy, priorities, and regulatory environment as it impacts KYFS programs and activities. Actively participate in civic discourse that results in new or evolving policy and regulatory changes.
- Represent KYFS in the community, maintaining and advancing the public image and reputation of KYFS. Generate community support for the agency, promoting positive community relationships with donors, funders, contractors, governmental entities, other community based organizations, and 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 programs, services, and activities of KYFS.
- Work with 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.



IDEAL CANDIDATE 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.





TO APPLY

Applications received by May 30, 2020 will be given full consideration. Consideration will be given to applications as they are received.

For a complete job description and information on how to apply, please visit kyfs.org/careers.

While we anticipate that the first round of interviews will begin in early June, we may need to adjust our schedule if the current COVID-19 protective measures remain in place. Initial interviews may take place via Zoom video-conference and the Board is committed to working with candidates who have technological barriers to participation.

EQUITY IN HIRING

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.

COMPENSATION & BENEFITS

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.