



Executive Director Duties, Responsibilities & Competencies

Overview: The Executive Director reports to the Board of Directors (the Board), and specifically the President of the Board. The Executive Director provides strategic leadership in managing the day-to-day operations of Seattle Neighborhood Group (SNG). The Executive Director ensures SNG's accomplishments and financial sustainability are aligned with the mission and values of the organization. SNG's core values are: Integrity, Inclusiveness, Teamwork and Communication, and Community Collaboration. SNG is in search of an Executive Director who will be a visionary and will lead SNG into its next phase. The following are the core competencies, responsibilities and duties:

Organizational Leadership

- Work with the Board to create a strategic plan to guide the organization to a robust, sustainable future
- Recruit, retain, develop and evaluate a dedicated, passionate and high-performing staff
- Ensure the staff have the tools, skills, information and resources to carry out their work to the highest level
- Develop strong partnerships in the community to increase awareness of the organization and its work
- Ensure ongoing programmatic excellence through rigorous program evaluation
- Strategically plan and evaluate the organizational vision/mission in a changing environment
- Guide the strategic planning, growth and development of the organization's mission
- Guide program development and evaluation

Human Resources

- Ensure that personnel policies and procedures are disseminated and implemented, and that policies are reviewed appropriately by the Board as needed
- Maintain benefits schedule and processes (health insurance, disability insurance, 403(B), etc.)
- Maintain a legal hiring process that reflects SNG's ethics, standards and values.
- Conduct 6 month and 12 month personnel evaluations in conjunction with the Associate Director

Fund Development

- Work with the Board and staff to increase and diversify funding
- Develop and implement a fund development plan
- Maintain current funding and seek innovative opportunities for additional funding
- Oversee grant writing
- Build and maintain strong partnerships in the community to increase awareness of the organization's work

Financial Management

- Manage SNG's resources within the budget and policies established by the Board and in accordance with current laws and regulations
- Oversee the planning and budgeting process
- Management of SNG resources such as workspace, technology, people, etc.
- Provide for financial audit, maintain accountability systems, including regular reports to the Board
- Oversee contracts to ensure compliance with reporting requirements
- Review and implement financial policies and procedures

Board Development

- Support the Board in its governance and policy-setting
- Inform Board members of issues affecting SNG operations
- Keep the Board abreast of trends in community safety
- Support regular opportunities for board development such as training opportunities and board retreats
- Meet with the Board regularly as outlined in the bylaws

Communications, Marketing and Public Relations

- Serve as the primary spokesperson and public face of SNG to funders, constituents, media and the general public
- Oversee the development of an organization-wide marketing & communications plan to create a strong visible SNG presence in the community
- Cultivate and maintain relationships with elected officials, organization leaders and others to fulfill the mission of SNG

Additional Competencies

- Problem solving and analytical skills
- Steeped in community work
- Excellent oral and written communication skills
- Commitment to equity, diversity and inclusion
- Ability to work in an environment with many unscheduled interruptions
- Takes initiative
- Motivates others

Work Environment

- Physical environment requires desk and computer work and the ability to lift up to 25 pounds at times
- Schedule varies with weekend and evening hours as needed
- SNG operates within the greater Seattle area; community events, meetings, and workshops occur within this region

SNG is an equal opportunity employer and values diversity. It is our policy that all employment decisions will be made without regard to race, color, sex, sexual orientation, creed, religion, age, marital status, national origin, disability, veteran status, or any other basis prohibited by state, local or federal laws.