



North East Seattle Together  
**nest**

Many Neighbors,  
One Village

## **NORTH EAST SEATTLE TOGETHER EXECUTIVE DIRECTOR**

North East Seattle Together (NEST) is a non-profit 501(c)(3) corporation whose purpose is to build and sustain a “virtual village” that connects our members with each other and volunteer support services, preferred vendors, and social programs to age successfully in the place they call home ([www.nestseattle.org](http://www.nestseattle.org)). NEST, in operation for ten years, is one of over 200 villages in America ([www.vtvnetwork.org](http://www.vtvnetwork.org)), all with a common purpose of helping seniors thrive in the neighborhoods they know and love.

### **EXECUTIVE DIRECTOR POSITION**

NEST is seeking an individual who is entrepreneurial, innovative, and passionate-about-seniors, with demonstrated executive experience to lead our community-based non-profit organization into its second decade, to expand our reach and community impact, so that no one has to age alone.

### **KEY ACCOUNTABILITIES**

- Lead, manage, and support all programs, staff, and contractors
- Fiscal oversight of annual operating budget of \$240,000
- Assure a successful fundraising program including donor development, grant writing and community outreach
- Implement a community needs assessment
- Develop the board of directors through training and recruitment
- Collaborate with Board of Directors to develop a solid strategic plan informed by the community needs assessment
- Identify and cultivate community and business partnerships to help achieve NEST’s work and strategic plan goals
- Develop staff, interns, and volunteers to align behind strategic plan

### **WHO YOU ARE**

You are creative, a motivator, flexible, diplomatic, empowering, and honest.

You can demonstrate significant experience with the following:

- Experience/success collaborating with Board of directors to achieve organizational goals and development

- Commitment to and prior engagement with organizations committed to anti-racism, eliminating bias, and assuring diversity and inclusion
- Overall nonprofit management skills include staff management, database, events, website development, communications, marketing (social media savvy), and volunteer committee oversight
- Successful experience in obtaining private and/or public grant support, experience in grant writing
- Deep experience with developing and managing individual fundraising programs
- Demonstrated personal and relationship skills working in community-based organization settings and building partnerships, leveraging community assets including interns, academic partnerships, and businesses. Knowledge of NE Seattle community & neighborhoods a plus
- Some experience or demonstrated knowledge of what seniors need and are interested in or other, similar relevant, related experience, to address population-specific community needs. Knowledge of local government and/or nonprofit partners serving seniors and ‘age-friendly’ community concepts are a plus
- Prior fiscal resource development and management-related work including overall budgeting, cost control, financial analysis, return on investment (ROI) analysis, time-allocation analysis, and audit requirements applicable to non-profit organizations
- Innovation, creativity, entrepreneurship in programs/offerings to be able to credibly design NEST’s best business model and drive revenue. Experience and/or knowledge of evidence-based community programs that promote mutual aid, inter-generational approaches, and senior vibrancy, health, and well-being a plus
- Marketing/outreach expertise and understanding of community organizing, including social media, as a key strategy for growth. Membership organization experience (such as understanding benefits of membership structures & levels) is a plus
- Demonstrated expertise in growing new lines of business and programs that generate revenue

**And who has the following education and experience:**

- 5 years nonprofit executive leadership and management experience
- Master’s degree preferred, and desirable if in a field relevant to the mission and purpose of NEST

**APPLICATION DETAILS**

This is an exempt, full-time position that may require occasional local travel within King County, Washington. Salary range is \$85,000 to \$100,000 yearly, DOE. Benefits include vacation, sick leave and health insurance.

**TO APPLY**

To apply, interested candidates should e-mail their cover letter and resume to [Jobs@nestseattle.org](mailto:Jobs@nestseattle.org). E-mail applications with a cover letter are required. The position is open until filled.

*NEST is committed to upholding an equity and justice-based organizational environment for the public, the client communities it serves, its members, its Board, its staff, and its volunteers. This means the organization actively promotes mutual respect, acceptance, teamwork, and productivity among people who are diverse in work background; lived and professional experience; education; race and ethnicity; national origin; sexual orientation; age; indigenous group membership; religious preference; marital status; sensory, mental, and physical abilities; social class; gender*

*identity; veteran status, as well as other differences relevant to equity and justice. The resulting diversity is both a source of organizational strength and a matter of fundamental human fairness.*