



PHINNEY NEIGHBORHOOD ASSOCIATION 6532 Phinney Ave. N., Seattle, WA 98103 • (206) 783-2244

**PHINNEY NEIGHBORHOOD ASSOCIATION
EXECUTIVE DIRECTOR
Job Announcement**

The Phinney Neighborhood Association (PNA) is seeking a well-qualified, energetic Executive Director to lead and manage the Association. The founding PNA Executive Director is retiring after 29 years of service, having built a smoothly running, well-funded organization. The new Executive Director will have the opportunity to continue and build upon that success.

The mission of the PNA is to build community by providing programs, services, and activities aimed at connecting neighbors and fostering civic involvement in the greater Greenwood-Phinney community. The PNA's Phinney Neighborhood Center and Greenwood Senior Center both provide affordable educational activities to promote lifelong learning and sharing skills among community members with an emphasis on arts and culture, sustainability, and health and safety. Each year, more than 250 groups and organizations hold meetings, classes and events at the two centers, serving the PNA's 2,500 members and attracting thousands of people from the region. The PNA also serves as fiscal sponsor for numerous community projects.

PNA preschools serve children from infancy through six years of age at three sites. In addition, the PNA operates school-age enrichment programs for preschool through fifth grade at two sites.

The PNA's Well Home program offers classes in home repairs and remodeling, a tool-lending library, a contractor referral service, and remodeling advice. Its Community Technology Center offers two public access computers and computer classes and workshops in a computer lab at the Greenwood Senior Center. The PNA maintains an art gallery for emerging artists to show their work to the community.

The PNA also provides social, community, and senior services. Two PNA soup kitchens provide meals to low-income, elderly, and homeless people. The PNA sponsors Phinney Neighbors in Action, a community service group of neighbors helping neighbors, and the S.A.G.E. (Seniors Active, Giving and Engaged) project at the Greenwood Senior Center, which encourages seniors to work together by raising awareness about social justice and sustainability issues and taking action to address those issues.

The PNA is a 501(c)(3) non-profit organization with a budget of \$2.1 million, broken down as follows:

- 48% Youth and family support (childcare and afterschool programs)
- 24% Arts, education, membership, and community-building events
- 14% Community service
- 14% Facilities

The PNA is in year 2 of a 6-year, \$12 million capital campaign to purchase and improve its main buildings and campus at the Phinney Neighborhood Center (the former Allen School). So far, \$4.7 million has been raised, and \$3 million was used to acquire the Allen site in early 2009. The PNA is now looking forward to begin making building and site improvements, including improved accessibility, enhanced gathering spaces, and updated systems for safety and security. In keeping with its values, the PNA has embraced a Living Building and Site Challenge to make all of these improvements at the highest level of environmental sustainability.

For additional information about the PNA: www.phinneycenter.org

ABOUT THE POSITION: The Executive Director reports to the Board of Directors and is responsible for the organization's consistent achievement of its mission and financial objectives. The current director oversees a staff of 60 full and part-time employees. The position requires evening and weekend work. The new director is expected to be able to start work in mid-January 2010. The PNA provides a competitive salary, flexible work environment, and health benefits. Salary range: \$85,000-\$90,000, depending on qualifications and experience. The PNA is an Equal Opportunity Employer.

KEY RESPONSIBILITIES

Leadership

- Communicate the vision, mission, and values of the PNA
- Exhibit a passion for community-building, sharing, caring, and service in a neighborhood setting
- Act as a public spokesperson and represent the PNA at community activities
- Develop strong, positive relationships with board, staff, members, volunteers, donors, and other stakeholders
- Think strategically: assess options and actions based on the PNA's strategic plan and on trends and conditions in the environment
- Understand cultural competency, be eager to impart this knowledge to others, and have the ability to work effectively with people of diverse backgrounds

Fundraising and Community Relations

- Provide strategic leadership in capital campaign and major development efforts ranging from member and donor cultivation to solicitations and stewardship
- Communicate with stakeholders to keep them informed of the PNA's work and identify changes in the community served by the organization
- Oversee fundraising and community-building events
- Have a desire to be involved in the neighborhood

Site Development and Property Management

- Oversee the planning and implementation of site and building improvement projects
- Direct the negotiation of contracts

Human Resources

- Maintain a climate that attracts and motivates a diverse staff of top-quality people and volunteers
- Hire, mentor, evaluate, motivate, and, as necessary, manage transition of staff
- Ensure that a sound organizational structure, including a leadership/management team and other staffing, is in place
- Ensure that the PNA is in compliance with all applicable laws

Operations and Fiscal Oversight

- Develop an operational plan with goals and objectives that reflect the PNA's strategic direction
- Work with the staff, Finance Committee, and the board in preparing a budget
- Ensure that the organization operates within budget guidelines
- Manage day-to-day operations efficiently and effectively
- Ensure that all reporting requirements are met
- Perform risk management
- Direct the maintenance of PNA financial records

Program Planning

- Oversee the planning, implementation and evaluation of programs and services
- Look for opportunities to grow programs

DEMONSTRATED EXPERIENCE

The successful candidate will have the following experience:

- Five or more years leading/managing in a non-profit organization comparable in size and scope to the PNA or demonstrated combination of for-profit experience combined with board and volunteer experience
- Overseeing a budget of at least \$1 million and managing a large staff as well as having the ability to direct volunteers
- Creating a positive and successful work environment
- Raising operational funds
- Working effectively with a board of directors
- Developing strategic collaboration and partnerships with individuals, staff, and organizations
- Has established relationships with community organizations relevant to the PNA, along with local, state, and national government entities, or has demonstrated the ability to quickly and effectively develop these relationships
- Bachelor's degree or equivalent

TO APPLY

Please submit a cover letter, resume, and three professional references on-line to hr@phinneycenter.org by 5:00 p.m., Wednesday, September 30, 2009.

The successful Executive Director must pass a background check, and must provide proof of her or his ability to work legally in the United States.