



EXECUTIVE DIRECTOR  
PHINNEY NEIGHBORHOOD ASSOCIATION  
SEATTLE, WASHINGTON

(Posted July 17, 2019; Open Until Filled)

## OVERVIEW

The Phinney Neighborhood Association is seeking applications for the position of Executive Director. Under the direction and guidance of the Board of Directors, the Executive Director is responsible for the management of the Phinney Neighborhood Association, which is committed to building, engaging and supporting our diverse community through programs, services, and activities that connect neighbors and foster civic engagement.

## ABOUT THE PNA

Headquartered in a former elementary school (which is also on the National Register of Historic Places), the PNA has developed over the last 40 years into an active community-focused 501(c)(3) organization that not only serves as a community hub of the Phinney Ridge/Greenwood neighborhoods of North Seattle, but also offers programs and activities that reach far beyond the immediate neighborhood. The PNA serves over 27,000 people each year, has approximately 85 full- and part-time staff, relies upon more than 1,700 volunteers, and has an annual budget of \$3.3 million.

The PNA programs are housed at five different sites located in the Phinney Ridge, Greenwood, and Ballard neighborhoods. Current programs include four preschool cooperatives, a licensed preschool and school age program at Whittier Elementary School, a hot meal program, programs for seniors (including the Greenwood Senior Center, PNA Village, and a computer lab), an art gallery, a tool and seed lending library, a community education program, a business membership program, family and individual memberships, room rentals, and countless special events that bring friends and neighbors together. The PNA co-sponsors a farmers market and weekly Contra dancing and folk music concerts.

The PNA is engaged in an intentional and ongoing process to evaluate and ensure equity, diversity, and inclusion in all of its programs and practices.

## ROLE OF THE EXECUTIVE DIRECTOR

The role of the PNA Executive Director is to provide overall leadership and a clearly articulated vision to effectively promote and reflect the PNA organizational mission and implement the PNA strategic framework, which includes these five primary objectives:

- (1) To build a culture of equity and inclusion.
- (2) To nurture broad, diverse revenue streams.
- (3) To foster innovation, engagement, and community partnerships.
- (4) To ensure consistent high-quality programs and events for all ages.
- (5) To steward PNA's owned and leased facilities.

## VALUED COMPETENCIES

- **Vision & Purpose:** Inspires others by clearly communicating a compelling vision and core sense of purpose that motivates stakeholders to work toward that vision. Leads by example. Maintains an optimistic approach to problem-solving which focuses on solutions and possibilities for improvement. As a supervisor, has the ability to empower employees to build on their own strengths, innovate, collaborate, take risks, and reduce silos.
- **Situational Awareness and Sensitivity:** Is able to maneuver through complex environments, both internal and external to the organization, effectively and gracefully, while maintaining sensitivity to how different people and organizations work and demonstrating a flexible approach accordingly. Effectively uses diplomacy and tact and can defuse even high-tension situations comfortably.
- **Equity, Diversity, and Inclusion:** Understands and reflects the value that equity, diversity, and inclusion brings to the organization. Uses an equity, diversity, and inclusion lens to build constructive and appropriate strategies, programs, and relationships that inclusively engage those inside and outside the organization.
- **Strategic Agility:** Demonstrates a future-oriented way of thinking which is based on a broad knowledge and perspective. Has an understanding of future trends, analyzes consequences of decisions accurately, and can create competitive and break-through strategies and plans.
- **Integrity & Trust:** Inspires trust and is perceived as a direct and truthful individual. Presents the unvarnished truth in an appropriate and helpful manner. Is able to admit mistakes, keep confidences, and otherwise maintain a high standard of professional ethics.
- **Quality Decision-Making:** Makes effective decisions based upon a mixture of analysis, wisdom, experience, and judgment and is sought out by others for advice and solutions. Most solutions and suggestions, when evaluated over time, are correct, accurate, and effective.
- **Adaptability:** Values working in a fast-paced environment that relies upon the ability to meet deadlines, multitask, be a team player, maintain a sense of humor, and enjoy snacks as just a few means to ensure success.

## RESPONSIBILITIES

**Organizational Mission and Strategy:** *Work with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.*

- Communicate the vision, mission and values of the PNA and exhibit a passion for community-building in a neighborhood setting. Be active and visible in the community by working closely with other non-profit organizations, businesses, and governmental entities. Present PNA, its vision and services through public presentations and by attending relevant business events, conferences and gatherings.
- Provide community leadership and engage in intentional relationship building with members, staff, donors, volunteers, and other stakeholders.
- Lead ongoing strategic planning and implementation of the existing strategic plan to ensure that PNA programs can successfully fulfill its mission into the future.
- Oversee advocacy efforts for the PNA, including grassroots advocacy and informal lobbying that supports the mission of the organization.

**Financial Performance and Viability:** *Develop and sustain resources sufficient to ensure the financial health of the organization.*

- Oversee development and expenditure of PNA's budget (currently \$3.3 million/year) to maintain a financially viable, sustainable organization with the resources to meet current and projected program growth.
- Oversee PNA's financial management activities, done in collaboration with and closely monitored by the Board's finance committee; ensure that sufficient staff resources and expertise are directed toward financial management.
- Provide strategic leadership in major development efforts and capital campaigns, ranging from member and donor cultivation to solicitation and stewardship.
- Ensure compliance with relevant local, state and federal laws, regulations, and standard accounting procedures.

**Organizational Operations:** *Provide leadership, oversight, and direction to ensure that the operations of the organization – including financial resources, human resources, programs, and facilities – are well-managed and appropriately delegated.*

- Oversee the effective administration of PNA's operations, including developing, executing, and monitoring an operational plan with goals and objectives that reflect the organization's strategic direction.
- Maintain a positive, collaborative, flexible, inclusive, and innovative climate that attracts and motivates a diverse staff of top-quality people.
- Hire, supervise, evaluate, motivate, and, as necessary, manage transition of direct reports. As currently structured, the Executive Director directly supervises a senior leadership team of six people (each of whom manages a team of staff) and a bookkeeper.
- Establish and maintain relationships with various organizations and elected officials throughout the city, county, and state, and utilize those relationships to strategically enhance PNA's mission.
- Oversee and support existing PNA programs and champion and encourage the development of innovative new programs.
- Oversee the planning and implementation of capital improvement projects at all PNA facilities.
- Ensure compliance with relevant local, state and federal employment and business laws and regulations.

**Board Governance:** *Work collaboratively with all members of the volunteer Board of Directors in order to fulfill the mission and strategic vision.*

- Serve as the principal communicator with and resource to the Board of Directors.
- Provide data and input to assist the Board in policy development and interpretation.
- Participate in the planning of and attend all Board meetings as well as Board committee meetings as required.
- Partner with the Board of Directors to create organizational goals and strategies to achieve those goals.
- Inform the Board about any significant challenges, opportunities, staffing conditions, community developments, and political issues that might impact operations and the strategic plan.

**Compensation:** This is a full-time exempt position with a potential starting salary range of \$107,000 to \$126,000, depending on experience. Benefits include: health insurance; 401(k) plan with employer match; long-term disability insurance; a flexible spending account; self-paid Aflac products; a free PNA household membership with reduced costs for classes and room rentals; 3 weeks of personal time off the first year, increasing annually; Christmas Eve – New Year's Day off; and 8 paid holidays (total paid time off first year: 5.5 weeks). We offer a convivial, positive, and flexible working

environment. The PNA is an Equal Opportunity Employer working towards a culturally diverse, inclusive, and equitable workplace. Applicants representing the diversity of our community are encouraged to apply.

**Application Procedures:** Please submit a cover letter and resume to: [PNAjobapp@cruxnw.com](mailto:PNAjobapp@cruxnw.com), with “PNA job application” in the subject line of the email. We regret that we are unable to respond individually to all applicants. You will be contacted for an initial phone interview if we feel that you may be a good fit for the position.

**Closing Date:** Applications received before **4:00 pm on August 30, 2019**, will receive priority, but PNA will accept applications until the position is filled.