



**SouthEast Seattle
Senior Center**

Vibrant Diverse Caring

EXECUTIVE DIRECTOR



APPLY NOW

THE ORGANIZATION

[SouthEast Seattle Senior Center](#) (SESSC) is a nonprofit organization serving Seattle's Rainier Valley and surrounding neighborhoods. The SESSC offers social, health, and recreation activities, nutritious meals and supplemental food, and other services designed to encourage new experiences, new discoveries, and continued independence for all adults 50 years and older. Membership at the Center is encouraged but not required. Community members participate in [fitness classes](#) to stay active, interact with others during enjoyable [social events](#), and learn new skills during their many [personal enrichment](#) or volunteer activities. Annually, nearly 1,200 people from the community stay active, healthy, and socially engaged with the help of SESSC!

SESSC offers a one-stop shop for seniors who need information, social interaction, recreation, and lifelong learning. Daily activities include an extensive exercise program, computer classes, dance classes, and life enrichment classes, along with art classes, games, recreational trips, and more. In addition, they offer yoga, a daily congregate lunch program prepared by an amazing chef, massage, and foot care therapy.



The SESSC also employs a master's level licensed social worker, whose role is to provide information and assistance to seniors, adults with disabilities, and families, and caregivers. The SESSC is a "home away from home" for many seniors and members tend to plan their days around the activities at the Center. SESSC promotes independence for seniors. It gives them a sense of belonging and gets them out of their homes and interacting with peers. Members receive the highest level of customer service and care from the dedicated staff who truly love what they do!

MISSION

To provide services, activities, and support to promote self-sufficient and fulfilling lives for aging adults (50+) in our multicultural community.

HISTORY

The SESSC, formerly known as Lee House, was founded in 1961. The senior center has been housed at the current location on Holly Street since 1986. From the beginning, Lee House programs emphasized a multi-service approach to seniors living independently. This approach continues today, offering a wide variety of programs and services to meet the needs of the community with fun and meaningful events.

Stop by and [visit our Center](#) to experience the rich diversity of the Rainier Valley. We welcome you to the SESSC, where active older adults gather for fun, fitness, friendship, and learning.



THE POSITION / YOUR ROLE

The Executive Director (ED) of the SouthEast Seattle Senior Center (SESSC) serves as the executive leader and is responsible for safeguarding the mission, and for the effective and successful management of operations of SESSC as the organization grows its presence and impact.

The ED manages an annual operating budget of ~\$800,000 and a team of six (6) full- and part-time staff members who oversee finance and human resources, programs and logistics, front office, volunteers and community engagement, grants, and fitness, as well as a licensed social worker and chef.

A primary ingredient of the organization's success can be attributed to exceptionally positive relationships and interaction with all people regardless of ethnicity, religious, social, or economic background. People skills are an absolute requirement for this position and cannot be overemphasized.

The ED provides leadership and strategic direction for SESSC including managing all fiscal resources and operations; collaborating with the board of directors to refine and implement SESSC's vision, mission, budget, annual goals, and objectives; and leading human resources functions and fund development efforts.



PRIORITY ACTIVITIES FOR THE NEW EXECUTIVE DIRECTOR



- Support the board in identifying, recruiting, and onboarding new members. Assist with the ongoing development, training, and education of the board.
- Provide opportunities for professional development and growth to the staff in order to attract and retain a highly skilled and dedicated workforce.
- Continue to explore opportunities for collaboration and strategic alliances that help the Center meet its mission.
- Conduct a community needs assessment to 1) determine how current programs and services are perceived in the community, and 2) identify potential new programs and services that the community is seeking. Using this information, collaborate with the Board on developing the organization's strategic plan.
- Expand the volunteer pool which is a critical and essential resource for the organization to deliver high-quality programs and services to the community. Complete the renovations and re-open the thrift store.
- Increase awareness of the Center and its services amongst the local community through a more robust marketing push.

- Increase revenues to balance the operating budget and ensure adequate resources and staffing to provide quality services.
- Conduct an internal technology audit, then craft an implementation plan, along with funding recommendations, to update/upgrade current technology, address any gaps that are identified, and to incorporate new technology for improved operational efficiency.
- Form positive, constructive, and collaborative relationships with key partners and funders such as the City of Seattle and the Brighton communities among others.
- Increase membership and participation in SESSC activities, attracting adults of all ages. Bring the entire community into the organization by welcoming everybody – not just seniors – such as teenagers, children, the whole family.



LEADERSHIP ABILITIES / WHAT YOU BRING

Candidates will be evaluated on the full range of their lived and learned experience, professional background, volunteer experience, and direct and transferable skills. SESSC is seeking candidates with a compelling combination of demonstrated experience and skills in some, or all, of the following areas:

- Experience serving as an Executive Director, Deputy Director, Development Director, CEO, COO, CAO, CDO, or similar role(s), or as a senior staff member of an organization, division, or department of comparable size.
- Broad understanding of all aspects of running nonprofit organizations (e.g., Human Resources, Strategic Planning, Fund Development, Programming, Facilities, Budgeting, and Financial Management).
- Exposure to nonprofit operations, business operations, or public sector operations – which may come from board, volunteer, or staff service – is required for success in this role.
- Experience working with older adults or providing programs and services to seniors is highly desirable.

Even if you don't meet every qualification noted, if this feels like a compelling match for you, we'd love to hear from you.



LEADERSHIP ABILITIES / WHAT YOU BRING (CONT.)

COMMITMENT TO:

- Providing exceptional opportunities for community members to take part in. Making a positive change for seniors and beyond (i.e., family members, caretakers, and the community.)
- Antiracism, diversity, equity and belonging, and fostering a welcoming, inclusive environment for staff, volunteers, and the entire community.
- Supporting the dedicated staff in their work where everyone pitches in to ensure the Center's success.
- Promoting the Center as a valued asset serving the members as well as the greater community.
- Developing a foundation of trust in all interactions – listening and investing time and care in building relationships.
- Clear and transparent communication with board and staff, as well as caring and respectful communication with members and the community at large.
- The health and wellbeing of the Center, but also the health and wellbeing of the staff, many of whom are direct service providers.



ABILITY TO:

- Identify and secure new sources of philanthropic support for continued financial stability.
- Procure new grants, as well as understand intricacies of managing current grants.
- Recognize and respond to shifting priorities.
- Manage multiple, simultaneous projects.
- Develop, monitor, manage, and report on an organization-wide budget.
- Establish connections in the community and leverage existing connections to develop new partnerships.
- Represent SESSC in the community and be a compelling advocate for the Center.

OTHER SKILLS & CHARACTERISTICS:

- Passion for SESSC's mission.
- Problem solving.
- Multi-tasking.
- Adaptability and flexibility.
- Strong communication skills.
- Creativity around programming.
- Customer service.
- Kindness and compassion.
- Property management and building maintenance.
- An intuitive leader who will work collaboratively to put systems in place and will lead by modeling (rather than telling).
- Big picture thinker.





TO BE CONSIDERED

The position is open until filled. Interested candidates are encouraged to apply as soon as is practical and preferably before November 10, 2023.

Candidate materials are reviewed on an on-going basis and initial interviews will begin by mid-October. Please submit a resume and a two-page (or less) cover letter addressed to Board Chair Dawn Crossover at: <https://valtasgroup.hire.trakstar.com/jobs/fk0xkp8/>

You may direct questions to Ed Rogan at ed@valtasgroup.com or 206.697.8428 or Emily Lee at emily@valtasgroup.com or 425.298.5855.

The SouthEast Seattle Senior Center is dedicated to hiring diverse talent. The Valtas Group and SESSC will treat you with respect and support throughout the interview process. We embrace diversity and work hard every day to create conditions that provide everyone with an equal opportunity to thrive.

COMPENSATION & BENEFITS

The starting salary range for this position is **\$100,000 - \$125,000**.

Benefits package includes:

- Health Insurance
- PTO – vacation, personal days, sick leave, and 12 holidays
- Cell phone and cell phone plan
- Laptop
- Parking
- Flexible schedule (telecommute one-day per week)





ABOUT VALTAS GROUP

We are proud of our work as [Interim Executive Directors](#), supporting our clients in times of transition. Our deep experience helps organizations navigate uncertainty during leadership change. We [lead the search process](#) in [partnership with the board](#) and staff leadership, as consultants for [recruiting and search](#) to support your organization as you identify the ideal Executive Director or leader for your future. We partner with board members and senior nonprofit leaders on a variety of strategic consulting assignments.

Valtas Group has a variety of comprehensive resources to guide your transition needs. [Contact us](#) to learn about our [executive interim and placement services](#) and keep your organization moving during any transition or major change.

[CONTACT US](#)