



**The Arc**

King County

*Achieve with us.*



# Executive Director

Salary Range:  
\$175,000 - \$210,000 DOE

Reports to:  
Board of Directors

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Your home for developmental disability services and support



## The Organization

The Arc of King County is a chapter of The Arc of the US, a national organization that advocates for people with intellectual and developmental disabilities from pre-natal diagnosis through end-of-life care. The chapter offers services, resources, and supports for individuals, families, and professionals in King County, Washington.

Over 20% of Americans live with a disability at any given time, and about 2% of the population experiences intellectual and developmental disabilities (IDD). The Arc of King County, at its core, is a civil rights organization, ensuring that people with IDD can determine their life course and fully participate in their communities. Through advocacy, direct services, and education, we work to protect and promote the rights of people with disabilities, striving for a world designed to be inclusive, accessible, and equitable for all.

As one of eight Washington state chapters of The Arc, we are a recognized leader by community and state officials in advancing disability rights. We serve thousands annually through supported living services, individual and family support, and policy advocacy—ensuring that the voices and experiences of people with IDD shape the decisions that impact their lives. Recent coalition efforts include influencing state policies like *Nothing About Us Without Us* (RCW 43.18A.901) and leading other initiatives to increase access to inclusive learning, working to end isolation in Washington schools, and securing state funding for IDD housing.

With a team of 210 FTE, a passionate board of directors, and a solid financial foundation, The Arc of King County is entering an exciting new chapter. In partnership with Mercy Housing NW, we are completing a \$7.6 million capital campaign and will soon move into our new headquarters—an 11,000-square-foot Legacy Center located within a 130-unit housing complex, where 26 units are set aside for individuals with IDD. The Arc Legacy Center will serve as a vital hub for the IDD community, fostering connection and support.

As we continue to grow and strengthen our impact, we are seeking a visionary Executive Director to lead us forward. For nearly 90 years, The Arc of King County has been at the forefront of the disability rights movement. Together, we can advance The Arc's mission.

[Information about current programs and services can be found here.](#)

- ▶ **Mission:** The Arc of King County promotes and protects the rights of people with intellectual and developmental disabilities so they can live, learn, work and play in the community – improving the quality of life for us all.
- ▶ **Vision:** A world where children and adults with intellectual and developmental disabilities thrive as equal, valued and active members of the community.

# Values:

- Choice
- Opportunity
- Partnership
- Self Determination
- Inclusion
- Diversity
- Equality
- Sustainability
- Independence



## Agency-wide Equity Statement

The Arc dreams of a world without ableism, racism and other kinds of discrimination. We serve the whole intellectual and developmental disability community. Our entire organization must work together to bring Disability Justice to all. Because of that we commit ourselves to:

- Becoming an anti-racist organization.
  - Listening to the community.
  - Responding to community needs.
  - Demonstrating humility by being willing to learn and open to grow.
  - Honoring intersectionality.
- Protecting and promoting the rights of LGBTQ+ people with intellectual and developmental disabilities.
  - Advocating for language justice by ensuring everyone has access to services, such as immigrants, those whose primary language is not English, and Augmented and Alternative Communication users.
  - Treating each person with respect as an expert in their own life.
  - Valuing self-determination with the individuals and with the communities we serve.
  - Building strong community partnerships to promote Disability Justice.
  - Promoting inclusion in the community.
  - Creating a world where disabled people are able to make the same choices that non-disabled people often take for granted on a daily basis.

## The Position

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The Executive Director will provide visionary leadership and strategic direction to The Arc of King County. The Executive Director will oversee all aspects of the organization's operations, including program development, fundraising, community outreach, and advocacy.

The Executive Director will be responsible for effectively conveying the mission and program offerings with funders, service providers, government agencies, the business community, self-advocates, as well as the community at-large. Other critical responsibilities for this role include being engaged with the disability services community locally and nationally and supporting the Board of Directors in their evolution.

While no two days will be alike and this is not intended to be an exhaustive list, the Executive Director can expect to spend their time on these and other activities while advancing the organization's mission:

### Key Areas of Leadership

- **Vision & Strategy:** Lead The Arc's strategic direction, ensuring alignment with our mission, community needs, and long-term sustainability.
- **Advocacy & Community Engagement:** Champion the rights of people with IDD, working alongside policymakers, government agencies, and stakeholders to advance inclusive policies.
- **Operational & Financial Management:** Oversee eight direct reports and a staff of 210 FTE, including 178 supported living professionals, while managing a budget of \$12+M and \$5.3M investment portfolio. Ensure compliance with Medicaid and other funding sources while diversifying revenue streams.
- **Board Partnership & Governance:** Collaborate with the Board to strengthen governance, build organizational capacity, and enhance transparency.
- **Workforce & Culture:** Foster an inclusive, supportive workplace culture that prioritizes professional development, retention, and a shared commitment to The Arc's mission.

The Arc of King County is at a pivotal moment—wrapping up a \$7.6M capital campaign and preparing to move into a new headquarters that will serve as a hub for the IDD community. The Executive Director will play a critical role in ensuring that The Arc continues to trailblaze, advocate, and grow its impact for years to come. This is more than a leadership position; it is an opportunity to make a lasting difference in the lives of thousands of individuals and families across King County.



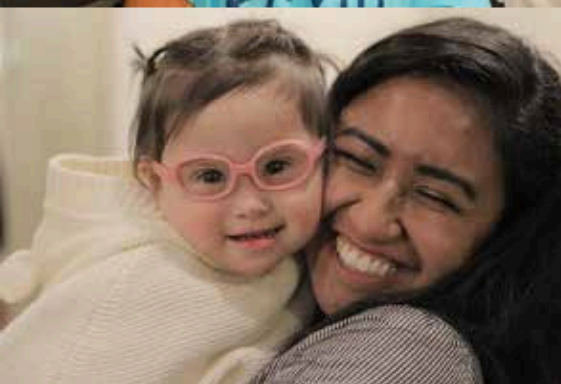
# Opportunities for Impact

## Short-term priority activities for the new ED:

- Strengthen The Arc's reputation as a leading IDD organization.
- Establish strong connections within the organization and community through open dialogue and relationship-building with staff, board members, policy makers, funders, and other stakeholders.
- Conduct a thorough analysis of current challenges and opportunities to inform strategic planning, while also developing a focused short-term work plan.
- Develop and formalize a comprehensive strategic plan that includes three, five, and ten-year goals to guide the organization's growth and operations.
- Ensure a smooth transition into and successful operation of the new facility with an eye on operational excellence and scaling programs.
- Develop and actualize the strategic plan for Supported Living to effectively manage and grow the program while continuing to individualize services for each participant.
- Foster increased community engagement and increase awareness of The Arc's services by exploring diverse and innovative program offerings, leveraging the Parent Coalition, and enhancing connections through events and outreach initiatives.
- Work with existing board members to build, develop and evolve the board of directors.
- Successfully manage the placement of individuals with intellectual disabilities in the 26 new housing units, aiming to support up to 50 participants.
- Develop and implement an updated fundraising and development plan.

## Long-term priority activities for the new ED:

- Explore partnerships for future IDD housing opportunities.
- Implement a strategic growth plan for existing programs within the next 3 years, ensuring that programs that address significant needs in our community are funded.
- Develop a diversified funding strategy to decrease reliance on government funding and enhance financial sustainability and capacity to serve.
- Increase awareness of The Arc of King County as a vital community resource, ensuring more individuals benefit from services by actively promoting the mission and the organization's achievements to a broader audience.



## Experience and Competencies

Candidates will be evaluated on the full range of their lived and learned experiences, professional backgrounds, volunteer experiences, and direct and transferable skills. We encourage individuals from diverse backgrounds to apply, as your unique experiences can bring valuable perspectives to our team.

The Arc of King County is eager to find candidates who possess a compelling combination of demonstrated experience and skills in some or all of the following areas:

- Demonstrated expertise in budget creation and profit/loss management for organizations with multimillion-dollar revenues, paired with significant experience in contract negotiation. Experience with Medicaid-funded contracts preferred.
- Deep understanding of disability and disability issues, in all its forms.
- Proven success securing funding from private donors, foundations, and public sources; ability to cultivate a culture of philanthropy among staff, board, and volunteers.
- Extensive operations management experience in nonprofit or service delivery environments, alongside knowledge of Medicaid-funded health and human services.
- Skilled in legislative advocacy, public speaking, and media relations to elevate the organization's impact.
- Demonstrated ability to develop and implement a five- to ten-year strategic plan ensuring it translates from paper to actionable goals and measurable outcomes.
- Strong communication and active listening skills.
- Curious, open, and professional demeanor with the ability to connect with others using plain language.
- High emotional and social intelligence with the ability to interact with a broad range of personalities and perspectives.
- The ability to collaborate and foster teamwork.
- Strong analytical skills to assess challenges and implement effective solutions.
- Data driven decision making.
- Ability to set priorities and drive measurable outcomes.
- Bachelor's degree in a related field preferred.
- Five (5) years senior/executive leadership experience in nonprofit management, social services, or related field.

## Salary and Benefits:

**Competitive salary commensurate with experience within a range from \$175,000 - \$210,000 DOE.**

Comprehensive benefits package, including health, dental, and retirement plans.

### To be considered:

The position is open until filled and initial interviews will begin by early April, although we highly encourage applying as soon as possible. Interested candidates can submit a cover letter (two pages or less) addressed to the Board of Directors along with a resume at:

<https://valtasgroup.hire.trakstar.com/jobs/fk0pdlw/>

You may direct questions to

Amy Burton at [amy@valtasgroup.com](mailto:amy@valtasgroup.com) or Ed Rogan at [ed@valtasgroup.com](mailto:ed@valtasgroup.com)

*The Arc of King County is an Equal Opportunity Employer committed to a diverse and accessible workplace. We encourage applications from BIPOC individuals, all gender identities, immigrants, veterans, persons with disabilities, and former participants. For disability accommodations, contact us directly.*



# VALTAS

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 3150 Richards Road, Suite 150  
Bellevue WA 98005

 (425) 516-7888

 [info@valtasgroup.com](mailto:info@valtasgroup.com)

 [valtasgroup.com](http://valtasgroup.com)