



EBC Executive Director Search

**Help kids reach their full
potential**



**Eastside
Baby
Corner**

Giving kids what they need to thrive



Helping Children, Birth to Age 12, Since 1990

Eastside Baby Corner (EBC)

Executive Director

EBC is seeking an Executive Director who is passionate and committed to helping children in need reach their potential and who is aligned with our organizational values.

Organization Description (Who We Are):



EBC is an Issaquah-based nonprofit organization making a positive difference in the lives of children and families in need by collecting and purchasing children's items and distributing them, free of charge, through local human service programs. With significant volunteer support, EBC takes in donations of children's clothing and goods from the community and supplements donations with purchases of the absolute essentials for children, including diapers, baby food, formula, car seats, and pack-n-play beds.

EBC annually distributes over 60,000 items for kids from birth to age 12 directly to 56 agency partners who directly assist children and parents who are living in poverty or crisis. Through this network of programs, more than 800 children each week get the essentials they need for healthy development. EBC recently expanded: the EBC – West Sound branch, serving Kitsap and north Pierce counties and the EBC-Northshore site serving the Northshore and south Snohomish County region.

Vision: We imagine a world where all children are healthy, safe, and prepared to build their own futures.

Mission: EBC helps kids reach their full potential tomorrow by meeting basic needs today.

We Value:

- Joy: We are a fun, caring and inviting organization, open to creativity and delight
- Gratitude: We acknowledge and celebrate one another and everyone's contributions
- Service: We are passionate, efficient, resourceful and responsive because we know what we do makes a difference.
- Dependability: People know they can rely on us.
- Inclusion: We intentionally create a welcoming place where each person's ideas and contributions are respected and encouraged.



Executive Director Key Responsibilities:

- **Leadership:** In collaboration with the Board of Directors and other key stakeholders, provide the initiative and strategic thinking needed to carry out EBC's mission through the identified ten-year goals and strategies which are centered around growth, people, finance, infrastructure, inclusion, and outreach.
- **Communication:** Serve as a key spokesperson in a variety of forums. Effectively communicate EBC's mission and the needs of children served to both inform and inspire action.
- **Staff and Volunteer Development & Supervision:** Provide leadership and staff development to five+ direct reports and a combined staff team of 10 (8.5 FTEs), 80+ core volunteers, and an additional 300 volunteers per month.
- **Operations & Administration:** Manage the day-to-day operations and staff of EBC, allocate resources, and inspire staff/volunteer activities. Oversee EBC facilities, capital budgets and planning. Maintain official records and documents; ensure compliance with federal, state, and local regulations.
- **Financial Management:** Ensure financial viability of the organization through fundraising, earned revenue and fiscal accountability. Prepare and monitor annual \$6.2 million budget (including \$5 million in-kind), program budgets, capital expenditures and investments; managing cash flow and ensuring the proper fiscal policies, procedures and risk management guidelines are followed.
- **Fund Development:** Oversee and actively engage in fundraising activities, including grants, annual giving, corporate sponsorships, special events, donor stewardship and cultivation, major gifts campaigns, and other organization-related solicitations.
- **Board Development:** Collaborate with the Board of Directors to further grow an engaged, effective, and energized board and ensure smooth and efficient functioning. Work closely with the Board President to develop and facilitate the activities of the EBC Board and collaborate with board leadership on shared objectives.

Job Requirements:

The person we are seeking must have direct experience with developing and leading the implementation plan for an organization's strategic vision, with demonstrated ability to inspire and a management style strong in team building and collaboration. To move the organization into its next phase, the ideal candidate will possess nonprofit operations and administration experience, fiscal management and reporting proficiency, proven success with managing/supervising individuals and teams, and the following skills and attributes:

- Collaborative leadership style
- Demonstrated direct involvement with successful fundraising efforts
- Experience with nonprofit organizational and board development
- Outstanding verbal and written communications, interpersonal and relationship-building skills

- Passion for working with and serving diverse populations and communities.
- Commitment to the mission, vision, beliefs and values of EBC.

Minimum Requirements:

- Bachelor's degree; or any combination of education and experience which would provide the candidate with the desired skills, knowledge and ability required to perform the job.
- Five years of experience in organizational leadership at the Director or Senior Management level; preferably within a nonprofit.
- Demonstrated experience providing the leadership needed to identify and prioritize areas of greatest current and future need followed by developing, then implementing, an achievable plan.
- Three years' experience building, managing and leading effective teams.
- Experience recruiting, managing and developing staff and volunteers.
- Experience, ability and willingness to work with culturally diverse stakeholders.
- Successful track record with financial accountability for and oversight of \$500,000 or more.
- Current driver's license with a good driving record and the ability to periodically work evenings and weekends.

Compensation: \$80,000 – 90,000 annually

The position is full time-exempt with a high level of schedule flexibility. Some travel may be required.

Contact: Claudia Malone, Board President
EBCEDSearch@babycorner.org

Submission:

For confidential consideration, please submit a summary of qualifications (resume) limited to two pages and a cover letter including a statement of how the work of Eastside Baby Corner aligns with your personal and professional goals and values.

Applications may be submitted via email to EBCEDSearch@babycorner.org or by mail to:

Eastside Baby Corner
Attn: Human Resources
P.O. Box 712
Issaquah, WA 98027

Applicants selected for an interview will be asked to provide five professional references, including at least two people who have been supervised by them in some capacity.

Timeline: Position Opens: February 3, 2017 – open until filled
First Review of Resumes: February 17, 2017

Eastside Baby Corner is an equal opportunity employer.