



Home of: Tukwila Weekend Snack Pack

NOW HIRING!

Executive Director

This is an exciting opportunity to make a significant impact in the lives of students who have experienced food and housing insecurity along with insufficiency. As a leader in food and housing equity, Still Waters Services for Families in Transition **home of** Tukwila Weekend SnackPack believes everyone has a right to food and housing. As a result, Tukwila Weekend SnackPack's services changes the lives of students, *one meal at a time*.

We have a strong commitment to diversity and inclusion

At Tukwila Weekend Snack Pack a diverse, inclusive, and equitable workplace is one where all employees and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education or disability, feels valued and respected. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all of our programs and worksites. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard.

Tell me about this job!

The Executive Director is responsible for providing vision and leadership for operations, marketing, programs, local fundraising efforts, board, volunteer and community relations, financial management and other assigned areas. The position reports directly to the Board of Directors.

Responsibilities

What you'll be doing

- Responsible for leading Tukwila Weekend Snack Pack in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the public charity throughout the State.
- Planning and operation of annual budget.
- Develops resources sufficient to ensure the financial health of the organization.
- Responsible for fundraising and developing other resources necessary to support Tukwila Weekend Snack Pack's mission.
- Works with Board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.



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- Responsible for the enhancement of Tukwila Weekend Snack Pack image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Oversee recruitment of volunteers. Plan and implement annual volunteer training.
- Other duties as assigned by the Board of Directors.

Qualifications

What we're looking for in an applicant

Is the next leader who can come in and add to the continued evolution of how to best serve our students quality meals. You will be supported by our board of directors, staff, and volunteers who are passionate about this work.

In addition, the Board and staff agree that a successful candidate will possess these minimum qualifications. We are less interested in the titles you've held and more interested in what you've actually done and who you are. Tukwila community members are highly encouraged to apply!

- Bachelor's degree. Other applicable education, training, and experience, which provide the knowledge, abilities, and skills necessary to perform effectively in the position will be considered.
- Nonprofit management experience.
- Ability to direct total operations through volunteer development, supervision of staff, development and monitoring of budget, marketing and public relations, and program development.
- Delegate effectively through management and expansion of volunteer and Board involvement; ability to recruit, develop and retain top community leaders.
- Exceptional interpersonal skills, adept at successfully building internal and external relationships.
- Ability to establish and maintain collaborations with diverse communities & organizations.
- Innovative thinker and creative problem solver with a willingness and proven ability to challenge the status quo.
- Ability to be flexible, self-motivated and positive, and to respond to the dynamics of a changing environment.
- Ability to build, inspire, motivate, and lead a team toward success.
- Strong written and oral communication skills; comfortability with public speaking.
- Prefer knowledge of and previous experience with, diverse populations (language, culture, race, physical ability, sexual orientation, etc.). Ability to speak any language in addition to English may be helpful.



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Our Mission

Support students with overcoming food insecurity while unhoused or experiencing housing instability.

Still Water's Values

Inclusiveness

Service

Impact

Embracing Community

Position Type: Regular Part Time | **Compensation:** \$39,000 | **Work Location:** Hybrid between your home office and program storehouse location

How to Apply:

Please submit an application packet to tuksnackpack@gmail.com that includes:

- A cover letter explaining how you have the qualifications, experience, and passion to be the next Executive Director of Still Waters Services for Families in Transition, home of Tukwila Weekend Snack Pack. Please include a description of how you have contributed to equity and inclusion in your community or in your work environment.
- A detailed chronological resume that speaks to the qualifications.

This position will remain open until filled. However, we prefer to receive applications by 5:00PM on May 2nd, when we will begin reviewing them. Interviews are scheduled to begin the week of May 9th, with a potential second round of interviews held the following week of May 16th. We project a start date of July 1st, 2022.

Still Waters is an equal opportunity employer and is committed to creating a diverse and equitable work environment. Qualified applicants will receive consideration without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, status as a protected veteran, or any other status protected by local, state, or federal law. We are a drug & alcohol-free workplace; all job offers are contingent on the results of a background check.

Tukwila Weekend Snack Pack is committed to providing a positive atmosphere that prioritizes safety and inclusivity for all employees. Tukwila Weekend Snack Pack has implemented safety standards and protocols related to preventative health measures based on CDC and local health department guidelines. Tukwila Weekend Snack Pack will comply with all WA State mandates regarding COVID.