



Lake City Partners Ending Homelessness

Housing. Health. Economic Well-being.

Lake City Partners Ending Homelessness Executive Director Position

LCPEH is a young and vibrant organization that has been striving to end homelessness in North King County since 2015. We are well integrated with the neighborhoods we serve and have a reputation of being a grassroots organization with a robust set of volunteers that has made a difference in the community.

Organization Profile:

Even though it was formed as a Washington nonprofit corporation in March 2015 and received its tax-exempt status under federal law eight months later, the roots of Lake City Partners Ending Homelessness (LCPEH) date back several years earlier. LCPEH is truly a community-based organization and grew out of the Lake City Taskforce on Homelessness (the Taskforce), a loosely organized group that continues to meet monthly and is made up local residents – including those who are experiencing homelessness or have done so in the past – and representatives of nonprofit organizations, faith communities, businesses, and government entities. Anyone with an interest in alleviating homelessness in the Lake City area of Seattle and nearby neighborhoods, including those in other north King County cities, is welcome to be part of the Taskforce.

LCPEH exists to implement promising initiatives suggested by the Taskforce as well as by those who participate in it. Currently, operating a 24-hour year-round shelter (the Oaks) in Shoreline for the benefit of those who would otherwise be unhoused is LCPEH's primary focus, along with operating a weekday drop-in center (God's Li'l Acre or "GLA") in the heart of Lake City. In the past, however, LCPEH has had other shelter and drop-in center programs, plus from 2014 to 2015 it ran a respite care program (Just Health) for members of our community discharged from hospitals with nowhere to live. LCPEH hopes to restart Just Health, as well as to develop programs focused on providing employment opportunities for those experiencing homelessness. Meanwhile, the organization continues its outreach and placement work, enabling at least some of those it encounters to find stable housing. Overall, LCPEH continues to build on the work of the Task Force as it has been instrumental in forming a neighborhood network of care.

LCPEH has expanded considerably in the last couple years: its budget has grown manyfold, it has become an employer (previously, all staff were contracted through another organization), and it has increased the number of people it serves, as well as the range and depth of the services it provides. Even though much of the necessary funding has come from government grants, LCPEH has greatly improved its general fundraising efforts, and in 2020 it was a BECU People Helping People award finalist. Over 600 people volunteer their time and effort in many different ways, and the organization maintains strong partner relationships with several dozen organizations.

LCPEH is governed by a board of directors numbering at least eight that meets monthly as well as through committees. A top priority for the board is to increase the racial and ethnic balance of its members. That being said, over time the board has achieved solid diversity in terms of male and female members, age range, and life experiences. Its diversity with regard to religion in particular is outstanding, with the following faith traditions having been represented at one point or another: Bahai, Buddhist, Christian (Roman Catholic, mainline Protestant, historic peace churches, and Mormon), Jewish, Muslim, and Unitarian. A staff of approximately 40 full-time and part-time



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employees reflects a variety of backgrounds and identities, and the same holds true for those served through LCPEH's programs.

Still, as a result of multiple past and present instances of systemic injustice, Lake City and other communities in the northern portion of King County remain generally white and Anglo, although this is changing. As an organization with a stated goal to end homelessness, LCPEH is committed to the long term work required to address all factors that contribute to some of our neighbors continuing to live without adequate housing. Overall, LCPEH seeks to carry out its mission with love and compassion, in a manner that honors the dignity and value of all people.

Position Description:

The purpose of this position is to direct the administration, operations, and strategic plan fulfillment associated with LCPEH programs, including North King County Enhanced Shelter and GLA (our drop-in day center), in compliance with government contracts. Particular attention is to be devoted to the circumstances of those who are Black, Indigenous, People of Color, and others experiencing homelessness disproportionately. Other key duties include fundraising, promotion, and community outreach. LCPEH organizes the local community to ensure that program and service provision is available for people experiencing homelessness in the North King County area. The Executive Director takes seriously the daily survival needs of people experiencing homelessness, their pathways to housing, the collaborative efforts of the Lake City Taskforce on Homelessness to end homelessness, and LCPEH's expanding outreach beyond Seattle into Shoreline, Kenmore, and Bothell.

General Responsibilities:

1) *Board Governance*: Works with LCPEH's board of directors (the Board) in order to fulfill the organization's mission and enhance its ability to live out its values.

- Responsible for leading LCPEH in a manner that supports and guides the organization's mission as defined by the Board.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) *Financial Performance and Viability*: Works with the Board to develop resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of LCPEH, to include submission to the Board of a proposed annual budget and monthly financial statements that accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintains the organization in a financial position approved by the Board.
- Responsible for fundraising and developing other resources necessary to support LCPEH's mission.



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3) *Organization Mission and Strategy*: Works with the Board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.

- Responsible for administering LCPEH's sponsored projects that relate to the organization's mission.
- Responsible for ongoing strategic planning (pursuant to the Board's approval of changes to the existing plan) to ensure that LCPEH can successfully fulfill its mission into the future.
- Responsible for being active and visible in the community by working closely with various groups, including other nonprofit entities, government agencies, and private organizations and for building solid relationships.
- Responsible for serving as LCPEH's primary spokesperson to the organization's constituents, the media, and the general public in collaboration with the Board.

4) *Organization Operations*: Monitors and applies resources to ensure that the organization operates effectively.

- Responsible for the effective administration of LCPEH operations.
- In collaboration with the Board, responsible for refining employment and administrative policies and procedures for all functions and for the day-to-day operation of the organization.
- Responsible for the hiring and retention of competent, qualified staff, as well as for occasional terminations of employment per policies.
- Responsible for supervision of and collaboration with organization staff.
- Responsible for evaluating and improving programs as they relate to the organization's mission, goals, and contractual obligations, as well as to achieving racial equity and removing barriers to it.
- Responsible for signing all notes, agreements, and other instruments made and entered into on behalf of the organization.
- Responsible for monitoring insurance coverage, requesting certificates for additional insured parties as needed, and addressing risk management requests and issues raised by insurance company or others.

Professional Qualifications:

- A master's degree preferred or equivalent experience
- Demonstrated ability to work effectively in a multi-cultural setting
- Transparent with a track record of high integrity leadership
- Three or more years senior management experience, preferably in a nonprofit setting
- Solid, hands-on budget management skills, including budget preparation, analysis, decision-making, and reporting
- Strong organizational abilities including planning, delegating, program development, and task facilitation
- Ability to convey and articulate a vision of LCPEH's strategic future to staff, the Board, volunteers, and donors
- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector
- Skills to collaborate with and motivate members of the Board and other volunteers
- Strong written and oral (including public speaking) communication skills
- Ability to interface with and engage diverse volunteer and donor groups, while preserving and enhancing relationships



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- Experience with advocacy and community organizing with a familiarity of the issues faced by those experiencing homelessness
- Demonstrated ability to supervise and collaborate with staff
- Creative problem solver with a can-do attitude

Base Salary: \$90,000 to \$120,000 per year based on experience (with addition of L&I, Social Security, Medicare)

Health Benefit: Medical insurance per employment policies

Retirement Benefit: 3% of base salary

Status: FT (40 hours per week), exempt

Paid Time Off: Vacation, holiday, and sick time per employment policies

Direct reports: Operations director, Services Director, God's Li'l Acre (GLA) program director, Communications & Development Manager, Office Manager

Reports to: LCPEH Board of Directors

Application Process: Please submit a cover letter and resume to hire@lakecitypartners.org. Applications will be accepted until June 30th 2022 and will be reviewed on a rolling basis.

Lake City Partners Ending Homelessness is an equal opportunity employer. We are committed to creating an inclusive environment for all employees and encourage individuals from marginalized groups to apply.