



Executive Director

About REACH

We are the Renton Ecumenical Association of Churches (REACH), a collection of faith and community groups in the greater Renton area working to provide everyone in our community a sustainable, healthy, and full life, with special care directed to the marginalized and less fortunate. We believe that every life has innate worth, and seek to embody that belief by providing shelter, hot meals, clothing, and supplies, while facilitating education events and public conversation. Together we can impact our world for good. Join us.

Job Description: We are seeking an exceptionally passionate Executive Director to lead our programs and teams into REACH's mission for a strong and diversified fundraising program. Reporting to the Board of Directors, the Executive Director will guide and implement the strategy outlined by the Board, in partnership with local and regional partners including churches, government, healthcare organizations, and other non-profits. The Executive Director will have proven outstanding leadership and communications skills in a similar community based role. He or she will work closely with the Board, the REACH staff and partner organizations in pursuit of our annual and strategic goals.

ESSENTIAL JOB FUNCTIONS:

CHURCH & COMMUNITY ENGAGEMENT & LEADERSHIP

- Develop and promote participation in REACH's mission among the church community, as well as the wider Renton community through the development of regular program and events.
- Facilitate more involvement of churches and extend current network
- Partner - working strategically with all REACH's stakeholders and engage the wider ecumenical and inter-faith community.
- Build church and faith community relationships to enable a stronger, more effective voice for REACH's mission and values through strong communication practices.
- Equip and enable leaders and members of our Renton churches and service agencies for partnership and service in the world through teaching, preaching and pastoral care.
- Lead the community in implementing the principles of participation and inclusiveness in decision-making of the agency and grassroots organizations, and in its task of reaching out in compassion and service.
- Be a pastoral presence to REACH members and the wider community.

ADMINISTRATION

- Supervise staff, demonstrating strong organizational abilities including planning, delegating, program development and task facilitation. Collaborate keenly with staff, board members and other volunteers.
- Provide overall leadership and direction in the administrative functions at REACH.
- Lead and support related REACH projects, task forces and committees.

BOARD RELATIONS

- Report directly to the board and works closely with the Board Chair to ensure agency effectiveness.
- Assist with recruitment/engagement of board members.
- Support Board strategic planning processes.
- Keep Board apprised of current program and community building efforts.
- Engage the board with resource development strategies, and provide sufficient information for them to fulfil policy and fiduciary responsibilities.

FINANCIAL MANAGEMENT & STEWARDSHIP.

- Work closely with the board to oversee the financial management system to ensure appropriate fiscal controls.
- Assist in developing an annual budget for Board approval.
- Monitor budget activity and provide timely updates.
- Provide support for development staff and committees.
- Facilitate consolidation of resources and services.

OTHER DUTIES - Perform other duties as determined by the Board.

Qualifications/Experience:

The ideal candidate will have:

- A bachelor's degree (required). Advanced degree in leadership helpful.
- Five or more years senior nonprofit management experience.
- Proven experience of running programs and executing strategic plans.
- Strong ecumenical background and theological understanding of the marginalized.
- Transparent, pastoral-servant leadership.
- Passion for the vulnerable in our communities.
- Demonstrated ability to oversee and collaborate with staff and engage with diverse volunteer and donor groups.
- Excellent communication skills (written and oral) with the ability to share stories as a way to identify and diminish stereotypes around homelessness and promote social change.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.

Desirable (can be developed)

- Experience with event planning, corporate and individual giving.
- Ability to convey a vision of REACH's strategic future to staff, Board, volunteers and donors.
- Knowledge of fundraising strategies and donor relations unique to non-profit and faith community sectors.

REACH is committed to a policy of non-discrimination and equal opportunity for all employees without regard to race, color, religious creed, national and ethnic origin, age, gender, sexual orientation, or physical disability.

FTE: .8 with competitive salary, professional development opportunities and medical benefits.