

Youth and Family Link Posting

Position: Executive Director
Status: Exempt

Salary: \$75,000

The Board of Directors of Youth and Family Link is seeking applicants for the position of Executive Director.

The agency was founded in 1960, with Youth and Family Link developed in 1996 to specifically serve those children who are high utilizers and not responsive to traditional services. We are a local program serving local youth and families, engaging youth to overcome barriers and linking families to needed services. Our mission is to promote positive change in a child and family's life by engaging and linking them to resources that will result in success in school, having positive friends, a healthy home life, and being involved in positive activities. We believe that our services should be affordable and accessible to those who need them, that children and families should have access to resources to improve their lives, and that services should be accessible, not just available, to all who need them. At the core of our work is the belief that 1) some children and families need progressive outreach to help break their cycle of despair, 2) our work must be in partnership with other agencies, and 3) all our work is for the purpose of building a strong community.

We are seeking a highly motivated and visionary leader who will possess the skills to lead the organization and seek new and exciting opportunities. The Executive Director is responsible to carry out the mission of the agency within the framework of daily operations, financial management and staff development. The right candidate will have a proven record of creative development, ethical leadership and strong business practice. The position requires a thorough understanding of outreach and engagement to the population of disengaged children and families. The Link program is the final line of less-restrictive resource for children and families who need services.

The candidate must have a strong passion for the local community of children and families in need. The candidate will be highly creative in managing and developing programs that serve to better the overall community while serving the needs of those who are disengaged. The candidate must possess strong business leadership while serving the mission of the agency.

Knowledge, Skills, and Abilities Needed

Leadership

Develop a vision and strategic plan to guide the organization

Inform the Board of Directors of internal and external issues that affect the organization

Spokesperson for the organization

Operational planning and management

Strategic direction of the organization
Maintain all policies and procedures

Program planning and management
Oversee the planning, implementation and evaluation of the organization's programs and services
Ensure programs meet the organization's mission and reflect the priorities of the Board

Human resources planning and management
Establish a positive and healthy environment in accordance with all appropriate regulations
Recruit and select staff

Financial planning and management
Prepare a comprehensive budget
Secure adequate funding for the operation of the organization; Participate in fundraising activities as appropriate
Provide comprehensive, regular reports on the revenues and expenditures of the organization

Community relations/advocacy
Establish and maintain collaboration with community groups, funders, elected officials, and other organizations
Familiar with the local and national social services network, mental health, healthcare system

Risk management
Identify and evaluate the risks to the organization
Maintain a robust system of internal controls

Proficiency in the use of computers for word processing, databases, financial management, e-mail, internet

Personal characteristics
Flexible, versatile and tolerant in a changing work environment
Establish and maintain positive working relationships with others
Communicate Effectively
Creativity/Innovation
Focus on Client Needs
Think Strategically
Embrace Diversity

Minimum Qualifications

- Master's degree or Bachelor's degree with three years of experience in social service or related field;

- At least three years of supervisory experience;
- Experience with project, budget and contract management;
- Experience with grant writing, fund development and resource management;
- Well organized, detail-oriented;
- Demonstrated excellence in interpersonal, oral, and written communication skills; analytic and problem-solving skills;
- Knowledge of federal & local laws regarding the delivery of social services;
- Able to work independently, yet collaboratively;
- Able to develop and facilitate teams;
- Ability to work with disengaged, vulnerable communities that experience high levels of trauma;
- Be highly creative and self-motivated.

This is a full-time exempt position. Some travel and use of personal vehicle required. Valid driver's license and insurance are required. Evening and weekend hours may be required. We offer a robust benefit package, including:

Insurance

We offer an employer-paid benefits package that delivers choice, access, value, and stability to the employee. We offer medical and dental coverage and life insurance. The employee has the option to purchase coverage, at their expense, for their qualified dependents.

Retirement

Employees may participate in a 403(b) retirement plan. After two years, the employer provides a monthly match to the employee's monthly contribution, to a maximum of 6% of the employee's monthly pay.

Other Benefits

Twenty (20) days Paid-Time-Off and 10 Paid Holidays per year.

Finalist Selection

Applicant finalists will be asked to submit a written Entry Plan to implement steps and considerations to transition from a long-time executive to new leadership.

All finalists will be allowed time with the retiring executive to gain further agency perspective.

Executive Director Accountability

The Executive Director reports to the Board of Directors. The initial six months of service will serve as a probationary period. The Board of Directors Executive Committee will meet with the new Director at the end of this time to assess transition progress and performance. An annual evaluation will be held thereafter. The Executive Director will work with the Board to establish annual goals. Compensation increases will be based on performance against annual goals.

If you are hired, you will need to provide proof of identity and documentation of U.S. citizenship or appropriate legal authorization to work for the duration of this position as required by the Immigration Reform Control Act of 1995.

All offers of employment will be contingent upon a background investigation to check all information contained in or related to the application, including records of law enforcement agencies. Employment will be on a conditional basis pending completion of the background check. Should an investigation disclose misrepresentation or omissions, such disclosure will constitute grounds for rejection of application or immediate dismissal.

Youth and Family Link provides equal opportunity in employment and does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. Qualified members of protected classes are encouraged to apply. We are also committed to maintain an environment which is free of drugs and alcohol.

Application Procedure

Complete application package includes:

1. Cover letter
2. Resume
3. Unofficial transcripts of all undergraduate and graduate work (Official transcripts will be required upon hire)
4. A list of three (3) professional references with complete contact information
5. A written answer to the following supplemental question (500 words or less):

A child is repeatedly placed in inpatient psychiatric care. Every time he returns to the community, a social service agency provides support and follow-up. However, he still does not attend his outpatient counseling appointments, refuses to participate in school and has no friends or social interests.

Explain the concrete steps you would take to get the child to actively participate in the services he needs to avoid further hospitalization.

Submit the application package either by email or mail:

esiters@linkprogram.org

or

Youth and Family Link-Personnel
907 Douglas St.
Longview, WA 98632