Executive Director

Pope's Place

Centralia, WA

Pope's Place Background

Founded 24 years ago by Dr. Isaac Pope, highly regarded Pediatrician, and his wife Jo to provide individualized care to children and young adults with exceptional medical and behavioral needs to strengthen them, their families and the community, ***Pope's Place*** provides transitional, residential and respite care services to medically fragile children and young adults. The agency has over fifty (50) skilled and dedicated staff, and a Board that is deeply committed to the mission of the organization. The Centralia, Washington-based organization operates with a $4M annual budget, is financially sound and is highly regarded. Pope's Place is looking for a new Executive Director at this time because the current Executive Director is retiring.

Working closely with regional hospitals, and state agencies, children are referred for the intensive round the clock nursing care provided. The participants are a diverse group comprised of roughly 25% children, 45% pre-teens and 30% young adults. Funded primarily through contracts with the state of Washington, revenues have largely been stable in recent years. The physical facilities have been renovated and expanded over the last three years, providing attractive and functional space to deliver the high level of individualized care offered by the agency.

About Centralia, Washington

Centralia is centrally located on I-5, halfway between Seattle and Portland. Centralia (population 17,500) is 90 minutes away from the coastline, 90 minutes from the mountains and skiing, 90 minutes from either Portland or Seattle, and only 25 miles from Olympia. There are numerous opportunities for hunting, fishing, and hiking, as well as beautiful lakes, all within a half hour drive. Nearby Chehalis is at the end of the Willapa trail, which is a hiking/biking route that runs for 83 miles - all the way to the coast. The community is surrounded by quaint towns with their own attractions and historic downtowns. Principal among those is Chehalis, Washington (population 7,500) For someone looking for a less chaotic lifestyle, with easy access to a wide array of outdoor experiences, and two thriving metro areas within easy driving distances, this is an ideal location.

Position Summary

The role of Executive Director is a full-time on-site position, with four direct reports. The Executive Director is the key management leader of Pope's Place, responsible for overseeing the administration, financial management, programs, implementation of the strategic plan and growth of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

General Responsibilities

Board Governance

- Works with board in order to fulfill the organization mission.
- Responsible for leading Pope's Place in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- 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.

Financial Performance and Viability

- Develops resources sufficient to ensure the financial health of the organization.
- Responsible for the fiscal integrity of Pope's Place, including submission to the Board of a proposed annual budget and monthly financial statements, which 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 maintenance of the organization in a positive financial position, including fundraising and developing other revenues.

Organization Mission and Strategy

- Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
- Responsible for implementation of Pope's Place's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that Pope's Place can successfully fulfill its mission into the future.
- Responsible for marketing and communications efforts that enhance Pope's Place's image, in part, by being active, visible, and by working closely with professional, civic and private organizations.

Organization Operations

- Develops/utilizes resources to ensure that the operations of the organization are appropriate.

- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for effective administration of Pope's Place operations.
- Responsible for signing all agreements and other instruments made and entered into and on behalf of the organization in accordance with Board policies.

Key Attributes Sought

- Minimum of a Bachelor's Degree in Nonprofit Management, Healthcare, Business Administration or related area.
- Four years of successful, progressive experience performing similar duties and responsibilities in providing administrative oversight, program and fiscal management of an organization.
- Demonstrated passion for the Pope's Place mission.
- Strong personnel management skills to include leadership, motivation, delegation, task facilitation, and team-building.
- Strong executive management skills to include program development, budget preparation/ management, decision making and reporting.
- Demonstrated high level of personal and professional integrity.
- Visionary, with capacity for high level strategic thinking and planning.
- Deals effectively with diverse cross sections of people while maintaining an equity focus.
- Strong interpersonal and communication skills.
- Ability to leverage connections to achieve mission-based goals, both within and outside the organization.
- Strong work ethic with high degree of energy.
- Excellent listener.

Key Challenges/Opportunities

- Maintain essential staffing through effective team-building, management and problem solving,
- Respond quickly/effectively to changes in the state funding environment,
- Build new resource pipelines to ensure service needs are being met,
- With the Board, develop a strong strategic planning process that includes moving the organization to the next level by expanding the array of services.

Salary and Benefits

Salary: The salary associated with the position will be a combination of base pay and bonus. Salary is competitive with both national and regional data. Annual raises are provided with periodic COLA adjustments to salary.

Benefits: Medical, dental and vision coverage is available (as of October 2021, Pope's Place pays 80% of both the employee's premium and family premium for medical.) Annual accrual provided for sick leave and vacation. Seven paid holidays. Retirement plan (IRA) available with up to a 3% annual match. An Employee Assistance Program is

available. AFLAC coverage options are offered. Assistance with relocation expense if person hired comes from outside the area.

Non-Discrimination

Pope's Place provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Pope's Place will provide reasonable accommodations to individuals with disabilities to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities.

Application Process

Questions should be directed to Don Harkins, Senior Search Consultant, The Moran Company: don@morancompany.com

To apply for this position, submit resume and cover letter to Don Harkins, The Moran Company. **APPLY NOW**