



Furthering Positive Changes in People's Lives

Chelan Valley Hope provides assistance, advocacy, and referral services to under-resourced families and individuals throughout the Greater Chelan Valley.

Chelan Valley Hope is a grass-roots, local 501c(3) non-profit social services agency. We depend on the generosity of donors and grants for revenue and the commitment of willing volunteers for the majority of our workforce.

We offer one-stop access to a host of essential local and regional services in a welcoming, confidential setting where everyone is treated with dignity and compassion. We create unique plans working together with each of our clients to ensure that they receive the specific assistance they need.

The Executive Director leads Chelan Valley Hope through strengthening existing programs, fundraising, managing staff, and relationships, with the community. This position provides professional leadership and management in order to create and implement the goals and strategic plan while upholding the mission and vision.

## **Executive Director Position**

**REPORTS TO** | Board of Directors

**LOCATION** | Chelan, WA

**ANNUAL BUDGET** | \$210,000

**TOTAL STAFF** | 1 Full Time; 2 Part Time

**SALARY** | 45K-70K D.O.E.

### **Ideal Candidate Profile**

The ideal candidate will be highly organized, experienced, an excellent communicator with a collaborative approach to leadership, and a commitment to CVH's mission and vision. The ideal candidate will also have some or all of the following:

- A high achieving professional with 5+ years of relevant experience and who knows how to recruit, oversee, coach and develop staff at all levels.
- Outstanding oral and written communication skills, including public speaking for formal and spontaneous presentations.
- The belief in the mission of CVH to build strong, safe and self-sufficient individuals, families, and communities.
- Proven track record of success related to fundraising and cultivation of donor relations. The successful candidate will have achieved excellent results in writing and securing grants specific to the needs of a Social Services Agency.
- A straightforward nature, able to share information easily and listen, as well as give advice, impart trust and integrity, and guide others in a similar fashion.
- An ability to handle difficult clients, staff, volunteers, and board situations with appropriate skill and sensitivity.
- A strong work ethic; a willingness to work hands-on in developing and executing a variety of activities ranging from internal day-to-day operations to those that are external, highly impactful, and visible.
- A dedicated, mature individual with the ability to maintain balance and perspective.

For more info: [ChelanValleyHope.org](http://ChelanValleyHope.org)

## Leadership and Staff Management

- Ensure ongoing program excellence and rigorous program evaluation.
  - Foster an organizational culture of mutual appreciation, respect, learning, and innovative thinking.
  - Recruit, welcome, develop, coach, lead and retain a high-performing collaborative team of volunteers and paid staff.
  - Perform human resource functions including on boarding of new hires and maintain employment records.
  - Support staff in training opportunities to further knowledge of resources available.
  - Provide back up support to Case Managers, Intake Specialists, and Front Desk when necessary.
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## Office Supervision

- Manage volunteers and staff, conduct performance reviews, develop job descriptions.
- Establish a review process and complete timely performance reviews for paid staff.
- Oversee and execute policies and business practices. Periodically evaluate current policies and propose improvements to increase the effectiveness and efficiency of office operations. Develop and update appropriate policy manuals.
- Lead and manage regular staff, volunteer, and Intake Specialist meetings.
- Consult with Intake Specialists when necessary regarding client cases.
- In collaboration with Facilities Committee and Board of Directors coordinate contractors and other service personnel in providing facility maintenance and renovations.



## Finance and Reporting

- Maintain consistent quality reporting of finances to communicate clearly to the Board.
  - Meet with Finance Committee to discuss liabilities, expenses and revenue.
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## Board Communication and Presentations

- Develop in partnership with the Board of Directors a strategic plan with accompanying reporting mechanisms showing progress toward established agency goals.
- Provide updates on agency programming and needs to the Board with information needed to make informed decisions.
- Support the Board of Directors with strategic plans for both ongoing operations as well as for expansion opportunities.

## Community Networking

- Build and nurture collaborative relationships with local program partners and broader community leaders.
  - Foster open and productive lines of communication with partner organizations for the benefit of the organization and our clients.
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## Fundraising and Grants

- Manage fundraising including implementing annual plan to diversify, renew, and increase contributions.
  - Manage individual giving and fundraising events.
  - Manage all special events, including fundraising dinners and auctions.
  - Manage corporate and foundation donor relations.
  - Work towards creating a strong community connection through streamlined and consistent communication to garner new fundraising opportunities.
  - Work with Grants Committee to research available grants.
  - Assist Grants Committee in grant applications and status.
  - Perform necessary tasks for grant reporting.
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## Programs

- Oversee the implementation of new client programs offered by CVH and grow existing programs to meet community needs.
  - Maintain up-to-date information concerning resources that are available to clients.
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## Electronics and Website

- Oversee management of electronic records including donor databases.
  - Oversee external communications including maintenance of the website and Social Media.
  - Oversee other administrative support as needed including community mailings, newsletters, and other communications.
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## To Apply

Chelan Valley Hope is an equal opportunity employer and all candidates are encouraged to apply.

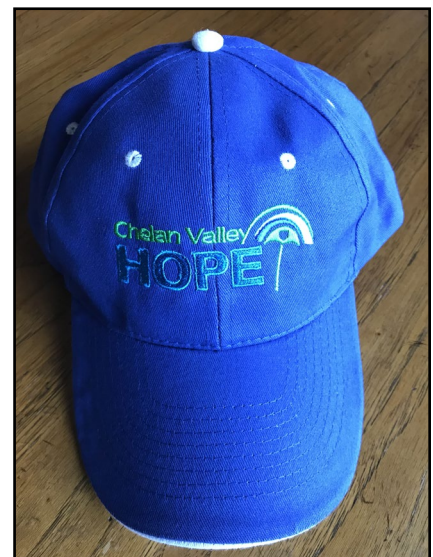
To apply, please send a cover letter and resume as soon as possible and no later than **11/5/2021**.

[michael@chelanvalleyhope.org](mailto:michael@chelanvalleyhope.org)

— or —

**Chelan Valley Hope**  
**PO Box 2890**  
**Chelan, WA 98816**

*We look forward to hearing from you.*



**For more info: [ChelanValleyHope.org](http://ChelanValleyHope.org)**