

Community Resource Foundation of Stanwood Camano – Executive Director

The Opportunity

[Community Resource Foundation of Stanwood Camano](#), lead agency of the Community Resource Center, is seeking a passionate and driven Executive Director to provide experienced management of the team and operations, drive resource development, and effectively lead the organization through the final stages of a strategic planning process that sets the course for the next three years. Reporting to a board of directors, the Executive Director acts as CRF-SC's external advocate, realizing its mission while leading a small, dedicated team.

The Executive Director joins CRF-SC at an exciting time as we enter a phase with opportunities to grow vital community programs and services and achieve greater community impact. It is a time to position CRF-SC for success by strengthening and expanding visibility, fundraising, programming and operations. This is an ideal opportunity for a strategic and motivated leader to drive significant impact in a growing non-profit setting.

Our Mission: To help build a healthier and stronger community through collaboration, positive relationships, education, programs, and support services.

Our Vision: We envision an inclusive, thriving and connected community, one in which all members experience enriched and empowered lives.

Our Values:

1. **Respect:** Our work is centered on compassion and collaboration, with an emphasis on meeting people where they are by recognizing the inherent worth and dignity of every person.
2. **Belonging:** We are rooted in the belief that all people are welcome, valued, and empowered to contribute to, and participate in Community.
3. **Resiliency:** We believe that innovation and education are key to ensuring the ability to overcome barriers, meet basic needs, and create a strong foundation for success.
4. **Community:** We are committed to strengthening individuals and families and advancing the spirit of connection.
5. **Partnership:** Through open collaboration we learn and develop solutions that are reflective of the community and its individuals.

Our Diversity, Equity & Inclusion Commitment Statement:

The Community Resource Center believes that structural, cultural, and relational inequities must be courageously recognized and dismantled. We recognize our unique privilege to help create systemic change to ensure our community is one that is inclusive, equitable and welcoming to all. To that end the Community Resource Center is dedicated to evaluating all aspects of our organization, confronting our own biases, and doing so continually and with transparency. We live this commitment each day by exercising our role as a champion of equity in the Stanwood-Camano community.

The Organization

[Community Resource Foundation of Stanwood Camano \(CRF-SC\)](#) has been part of the Stanwood Camano community for nearly 25 years. Founded in 1997 as a non-profit community service organization, CRF-SC took over the management of the Community Resource Center of Stanwood Camano (CRC-SC), which originally opened in 1992. Within five years, CRF-SC achieved its goal to become a community owned and operated organization. The organization is governed by a five-member board of directors, all of whom live in the Stanwood Camano community.

CRC-SC has several organizational strengths, including a history of important services that contribute to a stronger community, a dedicated and committed staff of dedicated professionals, an active board of directors, a healthy financial position, and a supportive community. CRC-SC relies heavily on volunteers for some daily operations, such as working in the used bookstore, providing reception assistance, conducting various grounds keeping and cleaning duties, and providing support for the teen program.

We provide a welcoming, accessible place for individuals and families to connect to programs and services that are tailored to community needs. Our programs are divided into three areas:

Anti-poverty programs designed to relieve the effects of, and address the root causes of, poverty.

Through CRC-SC's **emergency funds and referrals services**, we provide members of the Stanwood Camano community with financial assistance to avoid eviction, disconnection of essential utilities, and other critical needs. We partner with local churches and other funders to provide this assistance. To provide more support, CRC-SC offers **case management services** to participants to assist them on their journey to self-sufficiency. In addition, CRC-SC **makes referrals** to partner agencies to ensure needs are met.

Making Life Work is a community-based collaborative dedicated to empowering families in poverty to become stable and self-sufficient. The program ensures that the children of engaged families attain early educational success and are set up to sustain that success throughout their school years and beyond. The collaborative is made up of 15 partner agencies.

Mobility Mentoring is a program that adds two complementary models to Making Life Work to ensure success. The two models are Aspen Institute's Two-Generation Model and EMPATH's Mobility Mentoring Model.

Family & Community programs are meant to be inclusive of all members of our community. Our organization is responsible for doing regular informal needs assessments to determine what programs would benefit the community. Working with our families, our partners, the school district and staying aware of best-practices research informs program development.

Before the pandemic, **CRC-SC's programs included: used bookstore, AA group, knitting group, AKtion Club, Pre-K yoga and Inclusive Education Workshops.**

In addition to regularly scheduled programs, CRC-SC offers workshops and events to educate and engage the community. These programs were suspended during the pandemic and are slowly resuming, as it is safe to do so.

Teen Programs are part of our core programming. Our volunteers and staff offer teens a safe and supportive place to engage in their community. Through our programs, we strive to help teens improve their social and emotion development, to increase protective factors and to empower them to contribute to positive change in their community.

Our afterschool program provides **scheduled activities, homework help with volunteer tutors, and STEAM** (science, technology, engineering, art, and math) themed classes. During the pandemic, we have continued to engage with youth through online events and classes.

Stanwood Camano Youth Partnership (SCYP) is a community collaborative working to provide positive youth outlets. The intention of the SCYP is to establish one entity to coordinate the efforts of all interested agencies to engage and support community youth and create stronger and more robust programming through collaboration.

In 2019, nearly 6,000 community members participated in CRC-SC's programs, events and out-reach efforts and we had over 800 contacts with teens through our programs. In 2020, due to the pandemic, CRC-SC provided more assistance for basic needs, providing emergency assistance to over 500 households in the Stanwood Camano area, a 215% increase over 2019.

CRC-SC is part of a group of area Family Support Centers, using an approach that is multi-generational, strengths-based and reflects and is responsive to community needs and interests. Support is provided at no or low-cost to participants. We are founded on Family Support Principles.

1. Staff and families work together in relationships based on equality and respect.

2. Staff enhance families' capacity to support the growth and development of all family members – adults, youth, and children.
3. Families are resources to their own members, to other families, to programs, and to communities.
4. Programs affirm and strengthen families' cultural, racial, and linguistic identities and enhance their ability to function in a multicultural society.
5. Programs are embedded in their communities and contribute to the community-building process.
6. Programs advocate with families for services and systems that are fair, responsive, and accountable to the families served.
7. Practitioners work with families to mobilize formal and informal resources to support family development.
8. Programs are flexible and continually responsive to emerging family and community issues.
9. Principles of family support are modeled in all program activities, including planning, governance, and administration.

In early 2020, CRC-SC began a strategic planning process. With board and staff involvement and the findings from a community needs assessment, CRC-SC created a new mission, vision and value statement. The new Executive will have the opportunity to lead the finalization of and execute the plan.

Roles and Responsibilities

The Executive Director has the opportunity to dramatically impact the organization and build on CRF-SC's strengths by overseeing the finalization and implementation of the strategic plan, providing experienced management of the team and operations, and applying a creative approach to drive financial growth and sustainability.

In collaboration with the board and staff, the Executive Director will lead the organization to execute the finalized strategic plan while ensuring stability, consistency and exceptional program delivery. It will be key for the Executive Director to improve CRC-SC's internal systems, policies, communications, and processes; strengthen resources development, and increase visibility.

Building and maintaining partnerships and community engagement are an important part of the Executive Director's role. The Executive Director is an active spokesperson for CRC-SC, building strong connections with community partners, funders, and donors. This entails raising public awareness about CRC-SC as well creating and sustaining relevant partnerships.

CRC-SC has recently begun work to become a trauma-informed organization. Working with Snohomish County's Compassion, Appreciation, Resilience & Empowerment (CARE) movement, we are committed to ensuring that trauma-informed principles are embedded throughout our practices and policies. To this goal, CRC-SC has formed a Trauma-Informed Leadership Team and is in the process of training of staff, volunteers and board

members. The Executive Director's role is critical to guiding this process and nurturing a trauma-informed culture within and outside of the organization.

Critical priorities include:

- Leading the strategic planning process. In the latter part of 2020, CRC-SC embarked on a strategic planning process that has not yet been finalized. During the first 3-6 months, the Executive Director will work with the board of directors, other staff, and an outside consultant to finalize the strategic plan.
- Raising CRC-SC's visibility in the community and building strong connections with funders, donors and partners that will help meet the needs of our mission.
- Spearheading fundraising efforts by cultivating individual, foundation, and corporate sponsorships and expanding the donor base, resulting in increased revenue.
- Assessing staffing needs and effectively leveraging the collective talents of the entire staff using effective coaching, best practice management, and well-defined roles and expectations to ensure that grant and contract requirements are met.
- Helping to develop, maintain and support a strong board of diverse members while seeking and building board involvement within strategic directions.

General Responsibilities

Leadership and Strategic Direction

- Partner with board of directors to finalize and realize CRC-SC's strategic plan, focused on CRC-SC's future and growth. Pilot new initiatives, as relevant, and adapt strategy as needed.
- Lead, coach and maintain a high-performing team, guiding them to shared success and ensuring they are engaged and continuously growing in their roles. Review and revise staffing needs and organizational policies annually or as needed.
- Ensure effective systems to regularly monitor and evaluate program components and identify outcomes that can be communicated to all stakeholders.
- Build a strong working relationship with the board of directors; support its continued development into an effective body that is fully engaged in governance roles and responsibilities.
- Actively engage and energize partnering organizations, staff, volunteers, and donors.
- Be a leader in equity and social justice both within CRF-SC and among partners; ensure that trauma-informed principles are embedded throughout the CRF-SC's practices and policies.

Organizational Growth and Revenue Generation

- Raise CRC-SC' visibility and reputation as a vital community resource through ongoing networking and cultivation of media contacts, community and business leaders, corporate and foundation representatives, client families, volunteers, and others.
- Serve as the external face, spokesperson, and advocate for CRC-SC, ensuring the organization's story, message, program successes, and positions are well articulated to funders, donors, partner organizations and the community.
- Prepare and present major funding proposals; cultivate government, corporate, individual and foundation support; and participate in and supervise other fundraising initiatives and events.
- Negotiate and ensure proper monitoring of all CRC-SC's contracts and grants.

Management and Operations

The Executive Director should take a holistic approach to analyzing and updating CRC-SC's policies and procedures, information management systems, and communication tools to better equip and support staff members in their service to the community.

- Devise and execute operations in collaboration with the staff and board of directors. Ensure programs operate at maximum capacity and reflect CRC-SC's mission and vision statement.
- Oversee day-to-day operations, including hiring, staffing, and implementation of regular performance reviews of personnel.
- Ensure business systems and standards (including budgeting and financial management, tracking and managing inventory, and donor/ volunteer relationship management) are consistent and operate efficiently and effectively.
- Assume responsibility for the financial health and stability of the organization by managing the budget established in collaboration with board of directors.
- Ensure compliance with all state and federal regulations governing a non-profit corporation.
- Maintain a welcoming environment for partners, volunteers, and donors.
- Other duties as assigned.

Essential Qualifications

The ideal candidate will have a genuine passion and enthusiasm for CRF-SC's mission, understand our work and have a deep, community-centered vision. We are looking for a candidate who is a confident, effective leader and manager with exceptional interpersonal skills as well as strong business and financial judgement.

- Bachelor's degree in relevant field plus at least 3 years' progressively responsible experience in organizational leadership required; 5 years of leadership experience desirable. Graduate degree strongly preferred. Individuals with a combination of relevant education and experience will also be considered.

- Experience in the fields of community organizing, public health, social work, social justice, non-profit development, and/or poverty alleviation a plus.
- A deep passion for, and a strong understanding of, the population served and their needs.
- Fundraising track record across multiple funding sources.
- Previous staff management experience, with the ability to recruit, develop, and retain a high-performing team, set priorities, delegate responsibilities, and hold employees accountable for outcomes.
- A demonstrated commitment to racial equity and social justice with a deep understanding of intersectionality.
- Financial management skills. Familiarity with QuickBooks, Excel, and Microsoft Work Suite is an asset.
- Experience with successful partnership development and management.
- Excellent relationship building skills, with a demonstrated ability to work well with people from a wide variety of backgrounds.
- Excellent listening and verbal and written communication skills, with the ability to act as a compelling advocate for the mission of CRF-SC.
- Demonstrated strategic thinking and problem-solving skills.
- Ability to multitask and work efficiently in a multifaceted role.
- Ability to achieve goals and align interests through influence and collaboration.
- Must have a valid Washington State Driver's License.
- Must be willing to adopt Family Support Principles.
- Must be willing to work flexible hours.

This is permanent, place-based work. Physical presence in Stanwood, Washington is required. Relocation support will not be available.

Salary and benefits will be competitive and commensurate with experience.

To Be Considered

Please submit your resume and cover letter expressing your interest in the position and fit for the role to: info@crc-sc.org. Letters may be addressed to: Hiring Committee, CRC-SC, 9612 - 271st St. NW, Stanwood, WA 98292.

CRF-SC is an equal opportunity employer. CRF-SC believes that all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants because of race, color, religion, sex, sexual orientation, creed, pregnancy, national origin, ancestry, age, marital status, veteran status, mental or physical disability, medical condition, or any other basis prohibited by local, state, or federal law.