

The Agency - The Pike Market Senior Center & Food Bank (PMSCFB) is in the historic Pike Place Market. We have been serving our neighbors in the heart of Seattle since 1978 and are part of the integral and historic fabric that defines our downtown community.

The **Senior Center** serves people aged 55 and up. We serve a diverse constituency and our membership is free. There are no fees for meals, services, or regular activities. While people from all walks of life are members of PMSCFB, we are pioneers in offering senior center programming to elders who are homeless.

The **Food Bank** offers many ways to serve people of any age including free groceries, ready-to-eat food for clients experiencing homelessness, and home delivery for eligible residents of Downtown Seattle.

PMSCFB is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We welcome all to apply.

The Position - Executive Director Pike Market Senior Center and Food Bank

The Executive Director (ED) is a full-time, salaried position that reports directly to the PMSCFB Board of Directors. This role has a heavy focus on being a vital part of community connections, planning agency strategy, and overseeing the agency budget. The Executive Director manages the senior staff, including the Deputy Director, Program and Member Services Manager, HR Generalist, Social Service coordinators, Meals and Nutrition Manager, as well as the Director of Food Bank Programs.

The ED is responsible for long-term planning for the agency, overall organizational leadership, and fiscal oversight in concert with the Board of Directors. The Executive Director must be comfortable working directly with seniors, food bank clients, staff, and volunteers. An essential part of this role is to act as a spokesperson to various stakeholders including funders, the Pike Place Market community, regulatory agencies, colleagues in the field of senior and food access services, and outside social service organizations.

This is a full time (40+ hours) exempt position requiring a flexible schedule that could include some evenings and weekends.

An ideal candidate will embrace the tenets of the Mission Statement and foster actions to grow the PMSCFB programs.

PMSCFB Mission Statement

In Downtown Seattle, the Pike Market Senior Center strives to make each day better and safer for older adults; the Pike Market Food Bank serves people of all ages who face hunger. Together, we provide services, activities, and support to promote healthier, more self-sufficient and fulfilling lives.

Additionally, this position requires knowledge of diversity, equity, and inclusion methods and practices, and is committed to fair wages and good quality of life for staff.

Essential Job Duties

Executive Leadership

- Serve as the primary source of leadership, including staffing the Agency, and overseeing an appropriate organizational chart while understanding organizational development
- Provide creative expertise, planning and execution of annual PMSCFB Signature fundraising events: Figgy Pudding Caroling Competition and Stone Soup Luncheon
- Be an eloquent and thoughtful spokesperson for PMSCFB in public communications, in fundraising, in the press, and in organizational partnerships
- Develop and maintain strong relationships locally and regionally among peers, key stakeholders, the media, and industry associations
- Foster key relationships with the Pike Place Market Preservation Development Authority, the Market Foundation, the funders at the city of Seattle and King County who are all necessary to complete the work of the organization.
- Maintain and expand relationships with partner agencies and peer organizations
- Ensure overall facility maintenance. Ensure safety and risk management
- Oversee City, County, State and Federal contract negotiations and reporting
- Maintain the mission, vision and values for agency programs and services

Fundraising

- Create and execute fund development plan to raise revenue for the agency
- Ensure that PMSCFB has adequate funds to carry out its work
- Work with PMSCFB board and staff to identify, cultivate and retain individual donors
- Help identify and secure foundation, corporate, government, and other funding

Budgeting and Fiscal Oversight

- Lead the management of the annual \$2.7 million + agency budget
- Manage revenues and expenses to meet budget targets

People & Culture

- Foster an organizational culture reflective of the agency's core values of collaboration, mutual respect
- Be an example of our mission, vision and values as PMSCFB serves a diverse constituency
- Lead, coach, develop, inspire and manage staff of 30 +
- Encourage staff retention by understanding competitive salary and benefits
- Encourage staff retention by supporting meaningful opportunities for professional development and growth

Desired Qualifications

- Bachelor's degree related to social service or business, including management and leadership

- Direct experience in managing a nonprofit agency with staff of 30+
- Demonstrated ability to oversee and collaborate with staff
- Experience managing volunteer corps of 20+
- Experience with low income, vulnerable, multicultural populations
- Strong financial management skills, including budget preparation, analysis, decision making and reporting
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community
- Experience organizing non-profit fundraising events
- A history of successfully generating new revenue streams and improving financial results
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers
- Solid organizational abilities, including planning, delegating, program development and task facilitation
- Experience working with non-profit Board of Directors from serving on a board and/or reporting to a board; understanding the unique roles and the relationship between the ED and the Board
- High level strategic thinking and planning. Ability to envision and convey the organization's mission and strategic future to the staff, board, volunteers, donors and community
- Strong public speaking ability
- Strong written and oral communication skills

We are guided by the following values: collaboration, inclusion, respect, optimism and gratitude. If you share our values and have a desire to make an impact in our community, please apply.

This is a full-time job with benefits. Salary range \$110K - \$ \$125K DOE.

Benefits:

- Health/Dental Insurance: Kaiser Permanent / Delta – employer pays 90% for FTE; 50% for PTE
- Metro King County monthly bus pass – employer pays 100%
- Health Reimbursement Account - \$500 per year
- Employee Assistance Program
- Simple IRA Retirement Account – Employer matches contribution up to 3% of wages
- Discounted membership to YMCA available
- When able, employer gives an end of year bonus to employees

To apply for this position please send a letter of interest and resume to:

jobs@pmsc-dtfb.org

Apply by Friday, March 24, 2023 for priority consideration. Preference for local candidates.