

Executive Director, Pierce County Project Access *Recruitment Announcement*

Pierce County Project Access is searching for an exceptional leader to serve as its Executive Director.

The Executive Director is responsible for all aspects of the organization, including fundraising, financial oversight and management, staff leadership and management, program sustainability and growth, and community relationships. Pierce County Project Access works with local health care providers, social service providers and other community partners to connect with the low-income, uninsured community and provide pathways to healthcare.

About Tacoma and Pierce County

Pierce County has a very strong and resilient economy and environment where people and business can thrive. Located on Puget Sound in Washington State, and covering 1,670 square miles, Pierce County is the second largest county in the state. Its population is about 800,000 people. Pierce County is home to Mount Rainier, the tallest mountain in the Cascade Mountain range standing at 14,410 feet—one of two national parks that bookend the county.

Immediately south of King County, where Seattle is located, the area provides easy access to water destinations, mountain recreation, big city entertainment and rural communities without the increasing cost of living and traffic congestion of King County. This southern part of the Seattle-Tacoma Metro Area is ideally located, 35 minutes to downtown Seattle, 25 minutes to Seattle-Tacoma International Airport, 2 hours from the Washington and Oregon Pacific Coasts, 2 hours from Portland, OR, and 3 hours from either Vancouver or Victoria, BC

The Project Access office is located in the Stadium District of Tacoma which is an up and coming area containing several highly regarded coffee shops and restaurants as well as local shopping and markets. It is also close to healthcare facilities. Free private parking is provided at the office building that is two blocks from Wright Park.

Key Deliverables and Expectations

Reporting to the Board of Directors, the Executive Director is responsible for providing leadership and a clearly articulated vision for managing the daily operations of Project Access.

The Executive Director:

- Oversees the daily operations and staff (5 employees) and serves as executive level management for all programs;
- Directs the development and implementation of strategic goals, vision, performance measures, strategies, policies, and initiatives;
- Fosters a culture of teamwork and efficiency with a strong sense of doing the right thing for each client;
- Leverages funding relationships and community partnerships to drive increased service delivery;

- Directs and shapes systems to promote an organizational culture that supports continuous improvement (LEAN);

- Utilizes technology to improve processes, report metrics, and deliver value to funders and the community.

THE IDEAL CANDIDATE

For this important role, Project Access seeks a credible, unifying people leader who is deeply committed to the success of the organization, serving people who are low-income and need access to healthcare, and will be able to deliver the high level of service that the agency is known for. Candidates should bring strength in external relations and internal management with an ability to balance the two.

The preferred candidate will have demonstrated success in the following areas:

- Leading, overseeing and managing complex projects, especially projects that involve multiple stakeholders who are also funders;
- Managing employee performance including establishing deliverables with clear expectations and focus, while providing positive and corrective feedback regularly;
- Implementing best business practices and client service improvements;
- Performing analysis; preparing reports; preparing and managing budgets; preparing strategic and operational plans.

DESIRABLE QUALIFICATIONS

A strong background in the non-profit sector, preferably with knowledge of health or medical issues, success managing a small group of staff who are beginning their careers, proven fiscal management, experience in community outreach and relationship building, volunteer management, and ability to negotiate agreements with funders.

In addition, the preferred candidate will have the following skill set:

- Seasoned leader who is service oriented and knows how to lead young staff toward a vision and goal;
- Can manage and provide strategic leadership, including working collaboratively. Can make decisions for the betterment of the organization and client;
- Exhibits excellent skills related to leading people. Have strategies and ideas to continue building upon a culture of employee engagement, which supports the outcomes of the organization. Quickly builds trust with staff and board members;
- Exhibits maturity and high degree of emotional intelligence when interacting with others. Is comfortable managing conflicts and manages them well. Exercises good judgment consistently and exhibits a calm demeanor during a crisis;
- Exhibits strong analytical and strategic thinking skills: seeks to understand root causes of problems before jumping for solutions; good at anticipating and avoiding problems; uses data to support decision making; has vision for where to take the organization with a strategy for how to get there;
- Excellent presenter and communicator; skilled at preparing formal reports and written

- correspondence
- Understands and embraces continuous improvement (LEAN) concepts, with practical applications being the most desirable. Behaves as coach/mentor with staff and encourages them to solve problems, increase efficiency, and achieve desired results with clients.

APPLICATION PROCESS

Persons interested in this position should submit the following information:

- Letter of interest specific to this position;
- A current resume, chronological preferred, that reflects the size of staff managed and budget for recent positions;
- List of three professional references including name, title and current contact information (additional references will be accepted)

In order to be considered for the first round of interviews please submit your application materials to Bruce Ehrle via email at bruce@pcmswa.org. Initial screening will begin 9/21/18 and continue until the position is filled. The hiring authority may make a hiring decision at any time. This position will remain open until filled but the screening process will move quickly. Any questions may also be directed to Bruce at the email above.

COMPENSATION

Salary will be based on experience. The minimum salary for this position is \$65,000. Benefits include employer-paid medical, dental and vision insurance, holiday, and PTO.