



**Organization:** Timberline Adult Day Services

**Job Title:** Executive Director

**Reports to:** Board Chair

**Pay:** \$65,000 - 102,000 per year based on knowledge, skills, and abilities

**Schedule:** Full-time, 40 hours per week

**Benefits:** PTO, Sick, and Insurance Stipend

**How to Apply:** Please mail your resume and cover letter to [search@timberlineadulthood.org](mailto:search@timberlineadulthood.org)

#### **KEY RESPONSIBILITIES:**

- Manage and advance the strategic goals and objectives consistent with the mission of Timberline Adult Day Services
- Maintain and develop financial resources to support the programs of Timberline
- Serve as the primary spokesperson
- Work in partnership with the Board of Directors and the leadership team to position the organization for maximum influence and effectiveness on behalf of persons with intellectual and developmental disabilities & Dementia
- Build, maintain, and expand relationships with key stakeholders
- Maintain program quality and develop/modify programs to meet changing needs
- Develop, diversify, and manage the organization's team and recruit new talent

#### **DESIRED GOALS & OUTCOMES:**

**Goal 1: BOARD ADMINISTRATION:** Work with and support the board to meet its governance responsibilities. Support board growth.

**Goal 2: DEVELOP, SUSTAIN, AND EXPAND FINANCIAL RESOURCES:** To oversee, maintain, and manage the annual budget and develop new resources to support the financial health of the organization. Support fundraising efforts, including special events, fundraising campaigns, and community development.

**Goal 3: ORGANIZATION OPERATIONS:** To ensure that the organization's operations, including infrastructure and human resources, are aligned to support its strategic goals and objectives.

**Goal 4: EXTERNAL COMMUNICATION & PARTNERSHIPS:** Strengthen the organization's effectiveness and outreach by active participation in relevant national, state, and local organizations, programs, events, and other initiatives that support the mission of promoting and protecting the human rights of persons with IDD & Dementia.

## **EXECUTIVE DIRECTOR POSITION QUALIFICATIONS**

### **LEADERSHIP SKILLS**

- Demonstrated achievement in a leadership role as an executive or senior manager in the non-profit sector
- Strong interpersonal and written communication skills
- Ability to provide leadership in a fast-paced, diverse, and multicultural environment
- Fostering a collaborative environment to recruit, develop, and retain talented staff
- Thorough knowledge of and experience in non-profit management, including human resources, budgeting, fund-raising, board relations, resource allocation, auditing, asset management, marketing/public relations, and program management.
- Experience working with a Board of Directors or other governing body with policy, operations, and fiduciary authority and responsibilities
- Demonstrated personnel management experience
- Fundraising experience, including individual donor cultivation, grant proposal writing, corporate sponsorship cultivation, and special events management
- Working knowledge of technology to improve organizational efficiency and provide innovative support to persons with IDD and dementia and their families

### **EDUCATION and EXPERIENCE**

Bachelor's degree in a human services or organizational management field (Public Administration, Business Administration: Human Services, Social Work, Public Law, etc.) required. Graduate work or a Master's degree is desired.

Five or more years of increasingly responsible leadership experience within the social/human services sector, preferably with non-profit organizations, with demonstrated experience managing all areas of an organization.

Timberline will consider a combination of education and experience.

**What we are looking for:** The successful candidate will have prior executive leadership experience and expertise, with a demonstrated record of increasing responsibility throughout their career in the nonprofit sector and community.

As the Executive Director of Timberline Adult Day Services, this position provides leadership across administration, programs, and advocacy, and executes the organization's strategic vision. The Executive Director will ensure relevance to the communities it serves, provide inspirational, action-oriented leadership to continually enhance its capacity to carry out its mission, and ensure accountability to its diverse constituents.

### **WORK ENVIRONMENT**

Routine office environment. Regular workweek with occasional early evening or weekend hours.