

# EXECUTIVE DIRECTOR

JOB OPPORTUNITY



**Kent Youth and Family Services** seeks an Executive Director with passion, experience, and capacity to ensure the continued access for low-income and under-resourced children and families to high-quality Behavioral Health, Early Learning, and Afterschool programs. The preferred candidate will have a successful track record of creatively leading organizational growth and can demonstrate mastery of navigating complex finances in a rapidly changing environment. They must be highly collaborative yet decisive, resourceful, have unwavering high standards, and be confident with accountability for self and others.

**LOCATION:**  
Kent, Washington (On-Site)

**TIMELINE:**  
Applications submitted by July 26, 2024 will be given full consideration.

Preliminary consideration and screening will be given as applications are received.

Formal panel interviews are targeted for Thursday, August 15, 2024.



# ABOUT KENT YOUTH AND FAMILY SERVICES

## *Our Mission*

KYFS promotes healthy development of children, youth and families in South King County by providing professional counseling, education, and support services.

## *Our Vision*

Helping youth and families achieve their goals for a better future.

## *Our Values*

Equity and Cultural Inclusion  
Accountability  
Partnering  
Advocacy  
Responsive to Clients and Community

Kent Youth and Family Services (KYFS) was formed in 1970 by a group of concerned parents and community leaders that saw a need for support services for youth in the area. We are now proud to be celebrating 54 years of serving our community, providing mental health and substance use disorder services, early childhood education, and after school programs for low-income youth and their families.

KYFS serves clients ranging in age from 0-25 years old. Our clients reside as far as Enumclaw and Kirkland, with the majority living in South King County. Through our core programs, we currently directly serve approximately 2,320 unique children, youth, and young adults. 95% of our participants are from low-income families and 75% are BIPOC and/or immigrants.

KYFS provides behavioral health services through mental health and substance use disorder counseling, offered in-office, via telehealth, and in 17 Kent School District schools. We provide early childhood education (Headstart and ECEAP) in five locations and 22 classrooms throughout Kent and Covington, and after school programming in three King County Housing Authority communities on the East Hill of Kent.

With an annual budget of \$7.5 million, KYFS employs over 100 staff, 65 of whom are full-time. Program staff reflect the diversity of our participants. The Board is 13 strong and represent key stakeholders and partners.





# ON OUR JOURNEY

This is a pivotal time in KYFS' evolution. The past three years a professional Interim Executive has been in place to assess the current operations, as well as execute initial structural and program changes needed for sustainability. The Board has taken time to reassess the strategic and business plan, right-size the agency, and determine what qualities are needed in the next leader of KYFS.

KYFS is set-up to remain in a strong financial position for the next several years. However, as all non-profits are experiencing, costs continue to outpace revenue. The current environment for all non-profits demands leadership from Boards and Executives to examine all alternative possibilities for delivering the critical services, which includes consolidation with other similar organizations.

## **Specific initiative outcomes expected of the new ED:**

1. Develop and execute a plan for future long-term sustainability focusing on identifying the most effective and efficient back-office model. This could include material growth, acquisition of another agency, or consolidating KYFS into a larger agency.
2. Continue to advance the productivity and accountability of all staff in their positions. Adapt to the incoming workforce's expectations for flexibility, while maintaining an appropriate balance between support of personal and family needs for staff and ensuring our participant families can rely on KYFS' timely delivery of high-quality services as promised.
3. Evolve fundraising by significantly increasing annual donors, people and dollars, for maximum ability to control our own destiny. KYFS needs to move beyond one annual event and passive donor engagement campaigns. The new Executive Director must model and lead a new strategy that includes Board and staff.

## **Three areas of pride:**

1. Current financial position. KYFS has been able to balance the budget for 3 years while increasing salaries and tackling building maintenance. The main building is paid off and there is a healthy operating reserve.
2. Dedicated staff who have built a reputation of quality services and being an exceptional partner with Kent School District, local cities, King County, private funders, and other non-profits.
3. A forward thinking, involved, and decisive Board. The Board has renewed their commitment to the mission and supporting the success of the new Executive Director.

# IDEAL CANDIDATE QUALIFICATIONS

The preferred candidate will have a successful track record of creatively leading organizational growth and demonstrates mastery of navigating complex finances in a rapidly changing environment. They must be highly collaborative yet decisive, resourceful, have unwavering high standards, and be confident with accountability for self and others. Additionally, KYFS seeks the following skills and attributes:

- Leads with an equity lens while focusing on the delivery of mission. Has compassion, respect, and familiarity with traditionally marginalized populations.
- Has a strong business acumen. Experience with multifaceted budgets greater than \$3 million with governmental funding and regular course corrections. Is an expert with Excel and financial models. Can digest complex financial information and make it accessible to non-finance people. Incorporates data in decision making.
- Can demonstrate success leading diverse staff and volunteers to strong results. Collaborative and communicative by nature, and able to make tough decisions in a timely manner. Is transparent, honest, and caring.
- Ability to navigate uncharted & complex waters. A resourceful problem solver who makes it a habit to reach out to others for help and guidance. Forward thinker; creative and open to new ways.
- Proven success personally cultivating donors and asking for major gifts. Success inspiring others to participate in fundraising.
- Commitment to developing staff and volunteers to realize their professional potential and maximize contributions. Doesn't waver in setting high expectations and holding self and others accountable.
- Willing and able to do any job that needs doing. Equivalent skills in daily operations, community engagement, and future planning. Works as part of a team, doesn't try to do it all themselves, effectively engages others.
- Ability to engage people in genuine conversation, make friends, and positively represent KYFS. Willing to be out front but shares the spotlight and lifts-up others. Earns trust with all whom they work.
- Experience managing Behavioral Health, Early Learning (Headstart and ECEAP), and Afterschool support programs.





# KEY RESPONSIBILITIES

The Executive Director reports to the Board of Directors and is responsible for all facets of the day-to-day operations and affairs of KYFS.

**Board Relations:** Establish and maintain a productive relationship with the Board through open and honest communication on matters affecting the welfare of KYFS, and by supplying the information, tools, and resources necessary for effective governance. Engage in strategic planning and visioning. Actively participate in committees and board development, including the ongoing training, recruitment, and orientation of board members.

**Program and Organizational Management:** Develop, communicate, and implement an annual operating plan that anticipates and addresses community needs in alignment with the strategic and organization business plan. Make course corrections as necessary ensuring day to day operations are of high quality, relevant, and efficient.

**Fiscal Management:** Ensure long-term financial viability of the organization. Ensure sound fiscal practices, budgets, record keeping, and reporting are established and executed. Steward resources entrusted with KYFS to serve our youth.

**People Leadership:** Build a competent, diverse, and empowered workforce and Board. Direct the hiring, supervision, evaluation, and development of staff. Create a positive work environment that inspires innovation, accountability, and inclusion.

**Financial Development:** In partnership with the Board, provide top leadership to the organization's philanthropic efforts. Implement a strategic financial development plan that helps to expand mission reach by maximizing community partnerships, engaging volunteers, and cultivating and soliciting top donors and community leaders. Ensures KYFS has the resources needed to effectively meet the mission.

**Communication:** Uphold the values and represent the organization in the highest regard in all community interactions internally and externally. Genuinely collaborate with staff, Board, and the different communities of KYFS. Remain transparent and appropriate. Interpret the work of KYFS to all stakeholders and ensure its cause, vision, values, and goals are understood.

# TO APPLY

Go to [KYFS.org/careers](https://www.kyfs.org/careers) and click the “Executive Director Application” button. Please upload a single pdf attachment that includes:

1. Current Resume
2. Cover letter specifically addressing these topics:
  - Past executive leadership experience, size and complexity of the agency
  - Personal philosophy for highly productive work environment
  - Your interest in KYFS
  - Personal equity statement

# COMPENSATION & BENEFITS

Range: \$165k - \$180k plus benefits

- Medical, dental, EAP, long-term disability, and life insurance
- 5% Employer contribution to the 403B retirement plan after one year of employment
- Generous paid time off with 3 weeks vacation, 12 sick days and 11 holidays per year

# EQUITY IN HIRING

Kent Youth and Family Services is an Equal Opportunity Employer and is committed to promoting equity and inclusion in all activities and services, including employment. KYFS does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veterans or military status, or use of a trained guide dog or service animal.

We are committed to increasing our cultural diversity with an emphasis on equity and inclusion for the agency. The children and their families that we serve come from a variety of backgrounds and are over 75% of color. We strongly encourage people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans and those with lived experiences to help meet the needs of our diverse community.

# REQUIRED CRITERIA

KYFS believes that required experience can be gained through on the job performance. While a college degree in social sciences, behavioral health management, or business administration can be useful, it is not required. It is required that candidates demonstrate:

- A minimum of 5-7 years of progressively increasing management experience that will transfer into a community-based agency servicing a very diverse community of under-resourced children, youth, and families.
- High level of competence with fiscal management, fundraising, staff and volunteer development, Board support, and program advancement.

**The interim ED is available to answer questions by email. Informational conversations will be granted to those who send an email request demonstrating viability as a candidate.**

Email [SueC@kyfs.org](mailto:SueC@kyfs.org) with subject line: **ED Inquiry.**