



Executive Director | Position Announcement



Who We Are

The Sophia Way (TSW) was founded in 2008 under the umbrella of The Eastside Interfaith Social Concerns Council (EISCC) and became an independent 501-c3 organization in December of 2012. TSW provides the Eastside community a dedicated program to helping end homelessness for women in King County by offering pathways from homelessness to greater stability, and in time, reaching long-term solutions whether it be independent, shared living or permanent supportive housing. Our approach is centered around a belief that every woman is ready for housing, no matter her circumstances; and our work is focused on meeting each person where she is by utilizing evidence-based practices that offer the greatest promise for life-changing outcomes.

TSW's core emergency programs address fundamental needs and improve the quality of life of the women we serve. This includes our Day Center, Emergency Shelter (housed in local churches under a roving shelter model until Summer 2020 with opening of a new facility), and Outreach Services with dedicated positions for both those living on the streets and those in vehicles. Within these programs, women can find safety, warmth and access to basic support including meals, showers, laundry facilities and an array of community resources and referrals. Our transitional and housing programs are guided by intensive case management services and access to critical community resources designed to help women overcome the barriers needed to find and retain housing. These include our 21-bed extended stay shelter (with stays of up to six months), traditional transitional housing (for up to one year), and non-time limited permanent housing.

With her.
For her.



Our Programs

The women who walk into The Sophia Way have different needs: some need a safe place to stay or an address to use while job hunting; some need help to complete applications for a housing subsidy; some need to be connected with health services, counseling, or legal assistance. They are supported by compassionate and caring staff and case managers. The following programs outline TSW services:

Day Center

At the Day Center at Sophia's Place, women receive services and resources in a safe and warm environment. They can take a shower, do laundry, use computers and phones, and have a hot lunch. They also benefit from referrals and service providers including access to medical and mental health resources.



Extended-Stay Shelter

Sophia's Place also houses our six-month, 21-bed shelter that provides women with semi-private cubicles furnished with raised beds and individual lockers where they can leave their things securely and return to in the evenings. They are served three meals, and have access to all the Day Center facilities.



Emergency Shelter

Currently a rotating shelter hosted by churches on the Eastside. Women have a warm, safe place to sleep and are given a mat and a blanket, and served dinner and breakfast.

Housing

Transitional house provides co-housing with case managers to guide and support the women as needed.



Housing Case Management

Case managers focus on the needs of each woman, creating personalized plans based on her choices. By supporting the women to move past surviving, they help them reach their desired goals.

Street Outreach Program

We started the program in 2017 to meet the needs of women experiencing homelessness at the point of need. Our focus is meeting women where they are and connecting them to services and housing opportunities.

Overview

TSW is seeking a seasoned Executive Director (ED) who is a highly motivated leader able to implement a business model focused on strengthening core programs and mobilizing the Eastside community to support furthering mission reach. In addition to managing day-to-day operations and fiscal resources, the ED will be charged with leading the effort to increase funding and partnering with the Board Chair on board development and strategic planning. The Organization will be best served by the future executive's professional experience, passion and ability to cultivate strong relationships that inspire and engage staff, volunteers, funders and community partners. This will be accomplished in part by a creative spirit, and proven leadership for highly effective organizations.

With the departure of the previous Executive Director, the TSW Board retained an Interim Executive Director to complete a comprehensive Organizational Assessment and provide



guidance through the leadership transition. For the past six months the Board, Interim ED and staff have been implementing key recommendations from the assessment to ensure a smooth leadership transition. With the hire of the new ED, the TSW Board will embark on a visionary strategic process to connect our values and desired mission impact to ultimately guide the organization through 2025.

**EVERYONE HAS THE RIGHT TO HOUSING.
WE BELIEVE IN EMPOWERING WOMEN.
WE INVITE PARTICIPATION AND ADVOCACY.
WE WELCOME ALL - DIVERSITY STRENGTHENS OUR COMMUNITY.**

Purpose and Role

The successful applicant for this Executive Director position will possess expertise in non-profit leadership, a successful record of fund development, strategic management, fiscal acumen, and strong communication skills with diverse audiences using a variety of methods. The ideal candidate will have a passion for the mission and an understanding of the important role TSW plays in the Eastside community.

The ideal candidate will possess many of the following qualities:

- Experienced nonprofit leader with demonstrated success leading an organization
- Possess high emotional intelligence with extensive interpersonal and relationship-building skills within a highly diverse community
- Action-oriented, entrepreneurial, adaptable and innovative
- Strong nonprofit business acumen, experience with budgets greater than \$2M
- Possess a keen eye for potential to improve quality, efficiencies and impacts
- Commitment to develop staff and volunteers to realize their professional potential and maximize contributions
- Experience, ability and willingness to build and work with a culturally diverse team with an understanding and sensitivity to social and racial justice
- Proven fundraising record with success personally cultivating donors and asking for major gifts
- Ability to work with the Board and understand its role
- Highly developed writing skills with the ability to vary writing style to match desired outcome
- Charismatic ambassador with excellent verbal communication skills
- Possesses core values of transparency and integrity
- A sense of humor, while being an effective organizational leader and team player

MISSION:

To end homelessness for women by providing shelter, social services, and permanent housing with support.



Key Areas of Responsibility

Leadership & Communication: Lead the daily operation of the organization. Communicate and expand the reach of TSW's mission through consensus and teambuilding. Foster strong relationships with staff, board, members, volunteers, and adjacent agencies and organizations. Uphold the values and represent the organization in the highest regard in all community interactions. Transparent and appropriate.

Fund Development: In partnership with the Board, and Director of Community Development, implement a development plan and advocacy strategies to procure the necessary investments needed to grow revenue streams for the long-term financial strength of the organization.

Board Relations: Establish and maintain a productive relationship with the Board of Directors through open and honest communication, and by supplying the information, tools and resources necessary for the effective governance of TSW. Engage in strategic planning and visioning with the board.

Fiscal Management: In partnership with the Director of Business Operations ensure sound fiscal practices, record keeping, and reporting are established and executed. Manage the fiscal health of TSW which includes operating within the approved budget, ensuring maximum resource utilization, and maintenance of the organization in a positive financial position.

Program and Organizational Management: Develop, communicate and implement an annual operating plan in support of the strategic plan. Make course corrections as necessary ensuring day-to-day operations are of high quality, client centric, relevant and efficient.

Staff Development and Supervision: Provide leadership, staff development and supervision, aligning staff assignments to maximize client benefits and ensure goals of TSW are achieved. Direct supervision of Leadership Team: Director of Client Services and Shelter Programs, Director of Business Operations, Director of Community Development.

Submission

REQUIRED CRITERIA:

- Bachelor's Degree required and experience non-profit leadership
- Five (5) years of top executive level nonprofit leadership experience

TO APPLY:

Please submit a resume limited to two pages, three professional references and a cover letter including a personal statement expressing how the work of The Sophia Way aligns with your personal and professional goals.

Please email resume, cover letter and professional references to search@loveallprice.com. Inquiries welcome.

COMPENSATION:

\$100,000 – \$110,000
Generous PTO and Holiday
Medical, Dental, Vision Benefits
Sponsored Retirement Plan with 3% match

TIMELINE:

Position to be filled by: Jan. 13, 2020
Resume Deadline: Nov. 17, 2019
Final interviews: Dec. 12-13, 2019

