

Executive Director – Position Description

The Sophia Way provides a range of services and support for women experiencing homelessness, including two shelters, a resource center, vehicle outreach, transitional housing, and permanent housing with supportive services.

Centered on the three pillars – shelter, safety, and stability – our programs give women the space to rest and heal, empower and give them access to the support they need, help them embrace change and build a pathway to long-term stability.

Guided by the principles of trauma-informed approach, our case managers walk alongside each woman with compassion, supporting their physical, mental, financial, and housing needs.

With the unstinting support of our community, many women have found new beginnings and a place to call home.



A place to call home

145

119 women across all programs.
26 additional individuals through vehicle outreach.



Shelter, care, and support

544

507 women across all programs.
37 additional individuals through vehicle outreach.



Nourishment

38,772

Meals provided by individuals and groups.



Volunteering

5,240

Volunteering hours donated by individuals and corporate employees.

2025 Impact



Executive Director

Department: Admin

FLSA Status: Salary, Exempt

Position Status: Regular, Full-Time



Apply

The Sophia Way is a place of hope and change for women. We support them on their journey from homelessness to safe and stable living.

Position Summary

The Executive Director plays a pivotal role in the success and sustainability of The Sophia Way, serving as the organization's primary leader and champion. This role is not only vital to the day-to-day operations of the organization but also instrumental in shaping and implementing strategic initiatives that directly impact the lives of the individuals and communities served by The Sophia Way.

With significant independent judgment and discretion, the Executive Director establishes policies and procedures that ensure the seamless and efficient operation of the organization. This position has overarching responsibility for ensuring that all services provided by The Sophia Way meet the highest standards of quality and alignment with the organization's mission.

Reporting directly to the Board of Directors, the Executive Director oversees a diverse and dynamic team of approximately 40, fostering collaboration and innovation across departments to achieve organizational goals and sustain long-term impact.

The Executive Director is entrusted with upholding the mission of The Sophia Way with unwavering integrity and dedication. They serve as a steadfast advocate for the organization's vision, ensuring its continued growth, relevance, and ability to address the evolving needs of the community. By embodying The Sophia Way's values and leading with purpose, the Executive Director ensures that the organization remains a trusted and indispensable resource, advancing its mission to provide pathways toward stability, self-sufficiency, and dignity for those experiencing homelessness.

Primary Responsibilities

Ensure a consistent vision and mission by implementing agreed upon strategies to achieve them.

- Work with the Board and staff to lead with agreed upon shared vision for the future of the organization.
- Build understanding and support of the mission.
- Develop appropriate policies, programs, goals, and long-range strategies to advance that mission.
- Oversee the development and implementation of yearly work plans that are aligned with the organization's strategic plan and priorities.
- Implement and manage board-approved policies and procedures to ensure organizational alignment and compliance.

Increase visibility in the community for the organization and its vision and mission.

- Represent The Sophia Way in the community to build awareness of its mission. Be visible in all conversations to ensure the organization has a voice in all human services conversations.
- Act as a positive and energetic ambassador and spokesperson on behalf of the organization.
- Work collaboratively with key community and regional governments and organizations.

Provide leadership to fundraising and marketing efforts and initiatives.

- Bring a passion and commitment to fundraising efforts; act as “Chief Fundraiser” for the organization.
- Identify new government, foundation, corporate, individual, and other organizational donors and steward The Sophia Way’s current supporters.
- Partner with the Director of Development in implementation of fund development efforts.
- Be the organization’s chief storyteller and brand steward. Actively participate to shape the messaging strategy, campaigns and donor communication.
- Oversee the grant application process and management teams, ensuring all submissions align with The Sophia Way’s mission and strategic goals.
- Build and maintain relationships with grant-making organizations to secure and sustain funding.
- Collaborate with the Director of Development to integrate grant seeking into the overall fundraising strategy.

Provide fiscal oversight.

- Implement the strategic plan goal of achieving financial resiliency.
- Develop the annual budget in partnership with the leadership team and the Board’s Finance Committee. Ensure that budgets reflect the organization’s priorities and that the organization has adequate funds to meet its short-term and long-term goals.
- Oversee the financial performance of the organization in partnership with the Board, including ensuring an annual financial audit in compliance with policy and contracts.
- Ensure compliance with organization contracts, as well as relevant federal and state law.
- Ensure the proper fiscal policies, procedures and risk management guidelines are in place and being followed.

Provide vision and guidance to the internal operation of the organization.

- Oversee the development of strategic and operational business plans.
- Oversee and support the development, implementation, and evaluation of The Sophia Way’s programs and services.
- Ensure that program objectives are aligned with the organization’s overall strategic plan and mission, vision, and values.
- Ensure the maintenance of official records and documents; ensure compliance with federal, state, and local regulations.
- Establish an organizational structure and culture to bring out the best in each team member.
- Ensure a strong human resources function that has effective, legally compliant employment, supervision, evaluation, and disciplinary policies and practices.
- Direct and support the leadership team and ensure consistent engagement with the staff to build trust and maintain staff morale.
- Ensure the implementation of, and adherence, to Board-approved policies and procedures in all operational areas.
- As the leader and role model for the organization, model in-office presence that best serves the needs of The Sophia Way.

Work with the Board of Directors to assist in the governance of the organization.

- Provide guidance in the annual and strategic planning processes.
- Provide the Board with timely information on issues, trends, and progress in achieving the organization's goals and objectives.
- Ensure thorough and transparent communication with the Board regarding the implementation and management of approved policies and procedures.
- Provide guidance and staff support to various Board committees/task forces.
- Provide suggestions for a pipeline of appropriate, potential new board members to adequately address the skills and capabilities needed for a diversified board.
- Develop and/or ensure that the Board receives informative dashboards tied to the administrative and programmatic goals.

Qualifications

- Bachelor's degree in nonprofit management, business, or another closely related field, and a minimum of five years in nonprofit leadership or an equivalent combination of education, life, and work experience sufficient to successfully perform the essential duties of this position
- Professional certifications are a plus
- Proven track record of establishing, nurturing, and maintaining donor relations and fundraising efforts
- Experience designing and executing short- and long-term strategic plans
- Clear understanding of ED/Board collaboration and governance
- Strong communication skills
- Comfort building structure in evolving environments
- Trauma-informed leadership and cultural competency/lived-experience awareness
- Knowledge of the Eastside human services ecosystem and the organizations that work together (preferred)

Working Conditions

- The Executive Director may be required to work evenings and/or weekends when special projects or events are planned.
- Frequent movement between work areas, including travel to The Sophia Way shelter locations and for off-site meetings and events.

Salary Range

\$130,000 - \$160,000 (Salary is commensurate with experience)

Benefits

- Generous Paid Time Off
- Medical, Dental, and Vision insurance (employee premiums paid by The Sophia Way)
- Free virtual primary care and mental health counseling services (FirstStop Health)
- IRA with 3% employer match
- Employee Assistance Program
- Educational Assistance Program

All offers are contingent on the successful completion of a pre-employment background check and TB testing.