



## **Recruitment Announcement**

### **Chief Executive Officer**

### **Pacific Mountain Workforce Development Council**

#### **OVERVIEW**

The Pacific Mountain Workforce Development Council is a vibrant, Washington state 501 (c) 3 non-profit, responsible for the administration, financial, and policy functions of the federal Workforce Investment Act within the five-county area of Grays Harbor, Mason, Lewis, Pacific, and Thurston, nestled in the southern tip of Puget Sound. The region has a population of 476,000+ residents, comprises 7500 square miles of oceans, forests, farmlands, and abundant wonders that makes the Northwest unique. The organization has staff located in three primary offices – Tumwater (Thurston County), Aberdeen (Grays Harbor County), and Elma (Grays Harbor County). The administrative office is located at the Satsop Business Park in Elma, WA (Grays Harbor County).

#### **POSITION DESCRIPTION**

This position is the CEO for the organization, reports to a thirty-seven member Board of Directors and is responsible for carrying out the policies of the Board, implementing the vision and mission for the organization growing the capabilities of the organization, and ensuring that the functions of the organization are managed effectively.

#### **QUALIFICATIONS**

The individual filling the position must have the ability to individually, or through collaboration, identify new and innovative ideas and implement those ideas through a participative management style. The individual will have previously demonstrated executive-level experience leading a nonprofit organization, as well as working closely with a Board of Directors, and in providing oversight and direction to senior leadership. Workforce development experience is desirable.

#### **ESSENTIAL ROLES OF CHIEF EXECUTIVE OFFICER**

- **Leader**
  - ❖ Advises the Board of Directors

- ❖ Advocates/promotes organization and stakeholder change related to organization mission
- ❖ Cultivates strong relationships with the business community
- ❖ Supports motivation of employees in organization programs and operations
- **Visionary**
  - ❖ Ensures that Board and staff have sufficient and up-to-date information
  - ❖ Looks to the future for change opportunities
  - ❖ Interfaces between Board and employees
  - ❖ Interfaces between organization and community
- **Decision Maker**
  - ❖ Formulates policies and planning recommendations to the Board
  - ❖ Decides or guides courses of action in operations by staff
- **Manager**
  - ❖ Oversees operations of organization
  - ❖ Implements plans
  - ❖ Manages human resources of organization
  - ❖ Manages financial and physical assets of organization
- **Board Developer**
  - ❖ Assists in the selection and orientation of board members
  - ❖ Makes recommendations, supports Board during orientation and self-evaluation
  - ❖ Supports Board's evaluation of Chief Executive

### **ESSENTIAL RESPONSIBILITIES OF THE CHIEF EXECUTIVE OFFICER**

- **Board Administration and Support**  
Supports operations and administration of Board by advising and informing Board members, interfacing between Board and staff, and supporting the Board's evaluation of the chief executive
- **Program, Product, and Service Delivery**  
Oversees the design, marketing, promotion, delivery, and quality of programs, products, and services
- **Financial, Tax, Risk, and Facilities Management**  
Recommends yearly budget for Board approval and prudently manages organizations assets within those budget guidelines according to current laws and regulations
- **Human Resource Management**  
Effectively manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to the current laws and regulations
- **Community and Public Relations**  
Assures the organization and its mission, programs, products, and services are consistently presented in strong, positive image to the relevant communities, stakeholders, and customers

## ● **Fundraising**

Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administering fundraising records and documentation

### **THE IDEAL CANDIDATE**

The successful candidate will have demonstrated competencies in the following areas:

- The individual hired to be the CEO must have experience in leading a similarly sized organization in the public or non-profit sector
- The individual will have demonstrated experience and success in cultivating a strong relationship with the business community
- The successful candidate will have demonstrated competencies building financial budgets, forecasting revenues, expanding revenue through fund raising, and implementing approved plans
- The candidate will have proven experience in effectively working with a Board of Directors
- The candidate will have demonstrated the ability to identify and solve problems, working within the management team to select and implement optimum solutions
- The candidate will demonstrate a high level of energy and urgency to maintain and grow the organization beyond its current level
- The candidate will possess exceptional people skills, leading, managing, motivating and directing the human resources within the organization
- The successful candidate will have demonstrated ability to select the best products and service delivery system for the organization
- The candidate will drive the organization's use of technology to maximize visibility and build strong relationships within our communities
- The successful candidate must possess skill in building diverse relationships and partnerships that sustain the organization

### **COMPENSATION**

The compensation and defined benefit package is highly competitive.

### **APPLICATION PROCESS**

Interested candidates may apply for this position by submitting an electronic application consisting of a cover letter describing why you are the ideal candidate and a current resume suitably designed to identify the necessary experience and competencies outlined in the recruitment announcement. The cover letter and resume must be sent to [SearchCommittee@pacmtn.org](mailto:SearchCommittee@pacmtn.org). The **Search Committee** will assess all applications and select a pool of ideal candidates to invite to the selection process. Candidates may visit our website [www.pacmtn.org](http://www.pacmtn.org) to gain information. **DEADLINE FOR RECEIPT OF AN APPLICATION IS 1/25/2012. NO APPLICATIONS RECEIVED AFTER THAT DATE WILL BE CONSIDERED.**