



Executive Director Duties & Responsibilities

Salary: \$92,000 to \$98,000 DOE

Location: Seattle, Washington (Hybrid Position)

Reports to: Board of Directors

Type: Full-time, Exempt, Hybrid

About Seattle Neighborhood Group

Seattle Neighborhood Group (SNG) is a community-based nonprofit dedicated to educating, organizing, and collaborating with residents, businesses, government entities, and partner organizations to create safe, thriving communities through equitable engagement. Our work centers underserved populations and emphasizes building trust, strengthening relationships, and improving public safety through community-driven strategies.

Position Summary

The Executive Director provides strategic leadership and oversees the day-to-day operations of Seattle Neighborhood Group. This **hybrid position** requires regular in-person engagement in Seattle communities, balanced with flexibility for remote work when appropriate.

In partnership with the board of directors, the Executive Director ensures that SNG's programs, partnerships, accomplishments, and financial sustainability remain aligned with our mission, vision, and long-term goals. They lead staff, foster community partnerships, drive fundraising, support board development, oversee financial and operational management, and serve as the primary public representative for the organization.

Key Responsibilities

Organizational Leadership

- Work with the board to create, implement, and monitor a strategic plan to guide the organization toward a robust, sustainable future.
- Recruit, retain, develop, and evaluate a dedicated, high-performing team of staff.
- Strengthen partnerships across the community to increase awareness and expand SNG's impact.
- Ensure ongoing programmatic excellence through consistent evaluation and quality improvement.

Human Resources

- Ensure personnel policies and procedures are communicated, implemented, and reviewed as needed by the board.
- Maintain staff benefits schedules and processes (health insurance, disability insurance, 403(b), etc.).
- Collaborate with the board to review and update the benefits package every 2–3 years.
- Maintain a legal, ethical hiring process aligned with SNG’s values.
- Ensure hiring and staffing decisions support diversity across many identities and characteristics.
- Conduct, with the associate director, 6-month and 12-month personnel evaluations.

Fund Development

- Work with the board and staff to increase and diversify funding streams.
- Develop and implement a comprehensive fund development plan.

Financial Management

- Manage SNG’s resources within the board-approved budget and in compliance with all laws and regulations.
- Oversee planning and budgeting processes, audits, accountability systems, and regular financial reports to the board.
- Manage contracts to ensure reporting compliance.
- Review and update financial policies and procedures.

Board Development

- Support the board in governance and policy-setting by advising and informing members about issues affecting SNG’s operations.
- Assist the board in its transition from a working board to a governing board.
- Provide staff support for board committees and facilitate planning retreats.
- Keep the board informed of emerging trends relevant to SNG’s mission.

Communications, Marketing, and Public Relations

- Serve as the primary spokesperson and public representative of SNG.
- Oversee development of organization-wide marketing strategies to strengthen brand awareness and visibility.
- Cultivate relationships with community members, elected officials, partner organizations, and key stakeholders.
- Represent SNG to funders, constituents, media, and the general public.
- Support technology planning aligned with organizational needs.

Managing Change & Strategic Direction

- Guide strategic planning, organizational growth, and evolution of SNG’s mission and programs.
- Lead program development and evaluation that responds to community needs.
- Continuously assess mission and vision alignment within a changing environment.

Qualifications

- Leadership and management experience, including team supervision, program oversight, and strategic planning.
- Experience in community outreach, stakeholder engagement, and partnership-building.

- Budgeting, fundraising, and resource allocation expertise, ideally within a nonprofit or community-focused setting.
- Strong interpersonal, written, and verbal communication skills.
- Ability to work collaboratively and respectfully within diverse and underserved communities.
- Knowledge or experience in public safety, community development, or related fields is preferred.
- Bachelor's degree in a related field, or equivalent professional experience; an advanced degree is a plus.
- Familiarity with Seattle neighborhoods and an understanding of local community dynamics and needs.
- Comfortable balancing remote work with frequent in-person engagement and community presence.

Compensation

Salary: \$92,000 – \$98,000 DOE

SNG offers a competitive benefits package including health insurance, disability insurance, paid time off, and 403(b) retirement contributions.