

Village

Community Services

Position Profile:

Executive Director

Arlington, Washington

About the Organization

Village Community Services (VCS) is seeking a dynamic, caring and visionary Executive Director for this longstanding service organization that has provided a critical resource for intellectually and developmentally disabled adults and their families for over 60 years, to lead the organization at a time of significant opportunity.

Village Community Services supports people of diverse abilities in achieving personal potential at home, work and in community life. This strength-based mission speaks to the essence of VCS Village Community Services. It's an organization that "helps people who are experiencing significant challenges to life success." This includes people with intellectual, developmental, physical, or mental health challenges, and/or people who have been seriously impacted by the experience of generational poverty, adverse childhood experiences, drug addiction, brain injury, abuse, neglect, war, and more.

VCS is headquartered in Arlington, Washington, and has service locations in Snohomish, Whatcom and Skagit Counties.

Programs

Village Community Services (VCS) is committed to making a difference in the lives of individuals with disabilities and other significant life challenges. VCS has been providing quality [Residential Supported Living](#) and [Employment Services](#) to adults with disabilities for more than 55 years, and operate the [Village Experience Learning Center](#), which teaches life and job readiness skills through hands-on learning experiences. VCS also is home to the [Village Music and Arts](#) program, which includes weekly jam sessions, monthly Evening with the Arts dances, and Voices of the Village, a performance ensemble that entertains audiences at festivals and other community events throughout Washington State. While the residential program is the largest source of revenue, all four programs provide a valued array of opportunities for I/DD individuals in Washington.

Position Summary

The executive director (ED) is responsible for the successful leadership and management of Village Community Services. The ED should be a dynamic individual able to lead with competence and compassion, and to collaborate with the VCS Board of Directors, employees, family members, legislators, non-profit alliances/groups, volunteers, and other stakeholders to fulfill the VCS mission, and to implement the organization's strategic plan. The ED will serve as the public face of the organization to external stakeholders and represent it to the public.

The ED reports to the VCS Board of Directors and is supervised primarily by the Board President and collectively by the Board's Executive Committee. The executive director position is an on-site role. The agency has an annual operating budget of approximately \$4.5M, 4 months' cash reserves, and a director/managerial staff of 5 who report to the executive director.

Position Priorities

After an initial period of building relationships with staff, board and DSHS, the new ED will be expected to establish new mutually beneficial relationships/partnerships with other organizations and state and county legislators. The new ED will also need to understand the law- and rule-making structure that impacts the organization, in order to spend the majority of their first 18-24 months focusing on the following strategic priorities:

- **Develop the staff team** by analyzing staff roles and responsibilities, restructuring as appropriate to further the VCS mission.
- **Cultivate a staff culture based on trust, teamwork, compassion, transparency, and accountability.**
- **Develop and implement programs and activities to diversify and increase revenue,** including but not limited to:
 - Analyze the organizational processes around referrals and adding new clients, with a goal toward streamlining the system for more quick and efficient admissions.
 - Determine a plan for unutilized office space in the VCS building.
 - Growing philanthropic revenue.
 - Advocating for increased government funding (in partnership with other DD and human service providers)
- **Manage 2025 financial position** by fine-tuning hiring and labor practices that match client levels, to finish calendar year 2025 with 3 months' cash reserves.
- **Develop a balanced budget for 2026.** Develop an objective assessment of the financial sustainability of VCS' programs, services and revenue streams. Based on the analysis, lead a planning and/or change management process to make any indicated adjustments to current services in order to strengthen VCS' ability to be financially self-sustaining.

- **Collaborate with the board of directors** to clarify desired governance philosophy, board-staff communication protocols, expectations, and committee structure.
- **Collaborate with the board to strategically analyze the new venture** that the VCS Housing Trust represents to the organization as it relates to mission, short and long-term goals, and potential future initiatives.

Essential Qualifications, Skills and Attributes

VCS is seeking a dynamic, caring and visionary Executive Director to lead the organization at a time of opportunity. The ideal candidate will have the following skills and attributes:

- A personable, approachable and confident leadership style that inspires and empowers people and makes them want to perform. A compassionate, empathic person with experience leading a culturally diverse staff team in a multiservice organization.
- A skilled communicator able to bridge communication gaps among the staff team and the board, to build a cohesive team focused on the organization's mission, and to assertively and successfully advocate on behalf of individuals with disabilities. A good listener who demonstrates humility, self-awareness, and capacity to acknowledge mistakes.
- Knowledge and understanding of individuals with intellectual and/or developmental disabilities, and compassion for and understanding of their families' journeys.
- Nonprofit leadership experience, including experience working with and reporting to a board of directors.
- Successful record of developing fundraising programs and new revenue streams.
- Experience lobbying legislators, public speaking and aggressively advocating for legislation that benefits people with disabilities.
- Experience in organizational development and a track record of managing significant transitions, whether on a staff or organizational level. Ability to balance growth and sustainability.
- Experience in nonprofit budget building and analysis; ability to work closely with board and executive staff to maintain the budget.
- Experience working with a union preferred but not required.
- A college degree, preferably in nonprofit, business or healthcare administration or management, psychology, or other related field, or equivalent experience.

Job Requirements

- Ability to travel frequently locally, and occasionally nationally.
- Must be able to pass a criminal background check.

Compensation

\$120,000-\$140,000 depending on experience. Benefits include employer-paid life insurance, medical/EAP/Wellness, and long-term disability insurance. 403(b) Retirement Plan with match up to 2% of earnings. May enroll in dental, vision, life/AD&D insurance, and accident plans. 6 weeks' paid time off.

Application Process

Village Community Services has retained Glick Davis & Associates, LLC to facilitate this search on their behalf. To apply, interested candidates should e-mail their cover letter and resume in a single pdf file to: VCS@glickdavis.com

E-mail applications with a cover letter are required. The position is open until filled.

The VCS vision and mission reflect our belief that all people belong and deserve honesty, autonomy, and inclusivity. Our strength comes from honoring diversity and we celebrate the qualities that make each person unique, including ability, race, gender, age, sexuality, religion, national origin, gender identity, and other identities. We commit to aligning our culture and practices to support equity by providing the information, support, and advocacy each person needs to realize their potential at home, work, and in community life.