



AFHC Position Profile
Executive Director
Tumwater, Washington

Overview

Formed in 1993, the Adult Family Home Council (AFH Council) aims to improve the lives of vulnerable adults by supporting adult family homes. AFHC assists providers with high-quality care through education, advocacy, direct support, and marketing. The Council represents AFH providers in the state legislature, with the Department of Social and Health Services, and for collective bargaining.

There are more than 5,000 AFHs across Washington serving nearly 20,000 residents.

Mission and Values

AFHC's mission is to improve the lives and well-being of vulnerable adults through the support of adult family homes.

For a more comprehensive look at AFHC, and the values and philosophies upon which the organization operates, please see <https://adultfamilyhomecouncil.org/>

About the Position

AFHC seeks a visionary and strategic leader dedicated to advancing the organization's mission of serving vulnerable communities with dignity. AFHC's next leader will lead the organization through a critical culture reset, strengthening trust, transparency, and engagement throughout the organization. This role offers a unique opportunity to unify teams, build a strong leadership structure, and drive meaningful change. If you are passionate about mission-driven work, fostering an inclusive and empowered team, and positioning AFHC as a leader in the field, we invite you to apply.

Key Priorities

The new leader should initially spend time listening and learning, understanding the organization's internal dynamics and needs, and building relationships and trust with the staff, board, and community partners, as they better understand the organization's strengths, challenges, and opportunities. Building upon these foundational relationships, the new Executive Director will need to address the following key priorities in their first 18-24 months:

1. The new Executive Director will **lead a culture reset by building trust, transparency, and confidence** across AFHC. Prioritizing open communication, they will actively listen to board, staff, and membership, fostering collaboration and integrity.
2. **Strengthen leadership and build a cohesive, empowered team.** The new Executive Director will have an opportunity to assess roles, recognize talent, and create a clear organizational structure that fosters collaboration, stability, and long-term success.
3. The Executive Director **will lead transparent, consistent communication with all stakeholders**—legislators, foundations, board, staff, and members—to build trust, strengthen the brand, and affirm the organization's leadership in the field.
4. **Lead the revitalization of strategic planning,** fostering trust and collaboration across the board and staff. Develop a clear, actionable plan with key initiatives for FY26-27, including setting a legislative agenda; communicating with staff, board, and members to develop an agenda for collective bargaining; marketing; and public relations to drive membership growth and organizational stability.
5. **Strengthen board governance and engagement by** refining roles, establishing healthy boundaries, and enhancing collaboration between the board, ED, and staff. Implement best practices, training, and strategic succession planning to maximize board effectiveness and advance the organization's mission.

Essential Qualifications, Skills and Attributes

Education and Experience

- 5+ years of non-profit senior leadership experience, preferred with a membership association.
- A minimum of a bachelor's degree required, preferably in public policy, nonprofit management or business administration. Masters preferred.
- Experience in the long-term care industry a plus.

Skills

- Financial acumen: ability to budget, forecast and sound financial management
- Strong understanding of regulations related to the industry, DSHS
- Collective bargaining and negotiating experience strongly preferred
- Strong managerial skills to engage and retain staff
- Strategic thinking and planning (5-year plan) visionary translate to action
- Data analysis to interpret data from state to inform and adjust our market
- Excellent interpersonal skills, to establish rapport, build relationships and trust
- Work collaboratively with stakeholders (board, staff, membership, legislators)
- Calm and clear leadership style (able to articulate vision, direction and remain calm when under pressure, solution oriented)
- Excellent communication skills (written, verbal, public speaking) with unifying tone

Additional Dimensions and Attributes

- Trustworthy, accountable, transparent, a person of your word
- Open minded, receives feedback well from stakeholders and responds to feedback
- Compassionate and dedicated to our mission of serving vulnerable community with dignity

Compensation

\$200,000- 220,000 depending on experience. Performance based bonus available. Benefits include:

- Health & dental insurance
- 401k retirement plan
- Life insurance
- Vacation Days: 22.5 days per year
- Sick Days: 16 days per year
- Holidays: 11 paid holidays per year

Application Process

AFHC 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 as a single pdf file to: AFHC@glickdavis.com**

The position is open until filled.

Inclusiveness

AFHC is an equal-opportunity employer and seeks to recruit people of diverse backgrounds and support the retention and advancement of diverse persons within the organization. We believe that having a board, staff, and volunteer corps with diverse personal and professional backgrounds enhances our ability to meet our mission.

AFHC is committed to providing an inclusive workplace that includes people of diverse backgrounds and fully utilizes their talents to achieve its mission. We are committed to fostering and supporting a workplace culture inclusive of people regardless of their race, ethnicity, national origin, gender, sexual orientation, socio-economic status, marital status, age, physical abilities, political affiliation, religious beliefs, or any other non-merit fact, so that all employees feel included, equal, valued and supported.