



425.672.2407
Tax ID #91-1838799
23000 Lakeview Dr
Mountlake Terrace, WA 98043
www.ballingercenter.org

Position Title: Executive Director

Location: Mountlake Terrace Senior's Group dba Lake Ballinger Center

Status: Exempt, Full-Time

Address: 23000 Lakeview Dr., Mountlake Terrace, WA

Annual Pay Rate: \$69,306

Benefits: Employer-paid medical, dental, and vision insurance; life/disability insurance; Employee Assistance Program; free parking; paid holidays and vacation.

Purpose:

The Executive Director is responsible for managing the operations of Mountlake Terrace Senior's Group dba Lake Ballinger Center. The role includes overseeing all programs and services, ensuring they are dynamic, innovative, and aligned with the community's evolving needs. The Director must foster an inclusive and welcoming environment for a diverse senior population and intergenerational members. This position also involves supervising staff to ensure excellence in customer service for members, guests, and volunteers. Under a management agreement with the Edmonds Waterfront Center (EWC), a nonprofit organization in Edmonds, Washington, the Site Director reports to the CEO or their designee(s).

Key Responsibilities:

1. Program Development

- Collaborate with stakeholders to identify community needs and develop a comprehensive program strategy.
- Continuously evaluate and adapt programs to maintain relevance and impact, utilizing established program impact models.

2. Team Leadership

- Foster leadership by mentoring and promoting team members.
- Supervise and inspire program and support staff, offering guidance, mentoring, and performance feedback.
- Attend EWC and other training sessions to enhance knowledge and integrate feedback into leadership practices.

3. Budget Management

- Develop and oversee the site budget, ensuring efficient allocation of resources and financial sustainability.
- Identify funding opportunities and grants to support program expansion.



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- Work with the Edmonds Waterfront Finance Director to establish goals and manage cost center budgets collaboratively.

4. Community Engagement

- Build and maintain strong relationships with community members, partner organizations, board members, and volunteers.
- Act as the primary liaison between Lake Ballinger Center and external stakeholders.

5. Program Implementation

- Ensure successful execution of all programs, maintaining alignment with EWC's mission and goals.
- Utilize program impact tools to monitor outcomes and collect data for evaluation.
- Meet regularly with EWC leadership for support and accountability.

6. Diversity and Inclusion

- Promote diversity, equity, and inclusion in all programs and services, ensuring accessibility for all community members.
- Attend training sessions to support the implementation of inclusive practices.

7. Evaluation and Reporting

- Develop strategies to measure the impact and effectiveness of programs.
- Prepare regular reports for the executive team, board, Snohomish County, and other grantors as required.
- Participate in program and operations meetings as instructed.

8. Strategic Planning

- Collaborate with the CEO to contribute to the strategic planning process, focusing on programmatic goals and objectives.

9. Fundraising and Grant Writing

- Develop fundraising strategies in coordination with EWC's CEO and fundraising team.

10. Other Duties and Trainings as Assigned



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Physical Requirements:

- Ability to lift and carry items weighing up to 50 pounds.
- Capability to perform light cleaning and building maintenance tasks.
- Moving and setting up chairs, tables, and other equipment as needed.

Required Qualifications:

- Bachelor's degree in a relevant field (e.g., social work, community development, nonprofit management); a master's degree is preferred. Relevant experience may substitute for education.
- Positive and calm demeanor, even in challenging situations.
- Proven experience in program management, preferably in a community center or nonprofit setting.
- Inspirational leadership qualities that motivate others to follow.
- Strong collaboration skills.
- Excellent organizational skills with the ability to prioritize tasks, meet deadlines, and adapt to changing plans.
- Outstanding written and verbal communication skills tailored to diverse audiences.
- Ability to work independently and as part of diverse teams while treating everyone with respect.
- Commitment to professional growth, employing best practices in the role.
- Flexibility to work non-standard hours, may include evenings, weekends, and holidays.
- Demonstrated leadership and team management abilities.
- Proven dedication to diversity, equity, and inclusion.
- Experience with budgeting and financial management.
- Must successfully pass a background check.

Commitment to Equity and Inclusion

The Lake Ballinger Center is committed to fostering equity and inclusion in hiring.