



Executive Director Search

Take the Next Step

Monroe, WA

Take the Next Step did not begin with a great, sweeping vision to eliminate poverty or homelessness in our valley. Instead, it grew from, and continues to grow by, listening and responding to the needs of our neighbors.

While teaching the Life Skills and GED components of a “welfare to work program” at Everett Community College, Donna Olson heard her students’ frustration with the dead-end resources, disconnected phone numbers and outdated programs given to them by government agencies and other organizations. One class determined to do something about it – they did the research and created a notebook of real, viable resources. That notebook came back to Donna’s classes quarter after quarter and eventually became the foundation for our Community Resource Drop-In Center. We opened the Drop-In Center in 2005. Last year, 53% of our more than 5,000 visits were by homeless men, women, and children.

Soon, someone said, “I bet there are a lot of hungry people in our neighborhood.” There were more servers than guests at our first Community Dinner in 2005. Today, volunteers annually prepare and serve 13,000 meals to our hungry and homeless neighbors.

The yard between our Drop-In Center and the church next door is the largest open space for blocks around. It’s a magnet for neighborhood children to play soccer, shoot baskets, and just be kids. They discovered we have computers they can use, and if they stop by on their way home from school, they can pick up sack lunches that often become their family’s dinner. We heard their stories. We discovered that 70% of the students attending our nearest elementary school live in poverty. . . 70% can’t read at grade level and 80% are behind in math. In 2010, we responded with Kidz Club, our after-school program for elementary students. Every Tuesday and Thursday, 60 – 70 children enjoy a healthy snack, read with volunteers, receive help with homework, and learn new skills for life.

In 2011, one of “our” teen mothers asked our counselor if she would help start a group for teen moms saying, “When you’re pregnant, your family and your friends desert you. . . you’re all alone.” Several of our original teen moms are now leaders of Growing Together, touching more than 100 mothers and children.

We do all this and more with only six part-time staff and the help of 300 volunteers.

The Executive Director position is an opportunity to help shape and guide our future and to make a difference in the lives of children, youth, teen moms, and our neighbors in need of all ages.

Take the Next Step is...

a grass-roots, faith-based, 501(c)(3) non-profit organization. Through our Community Resource Drop-In Center and related programs we serve homeless and low income individuals and families throughout the Skykomish River Valley in East Snohomish County.



Our Mission...

is to offer friendship, help, and hope to our neighbors in need

...our neighbors of all ages, backgrounds and situations - at risk children, homeless and street involved youth and adults, teen parents, low income and homeless families, veterans, the elderly, and disabled.

Our Vision...

is that all Sky Valley residents will have access to the resources, support services, and guidance required to meet their basic needs and pursue their personal goals so they can live life to their fullest potential.

Our Programs...

Community Resource Drop-In Center

Open Monday, Wednesday, Friday: 10a – 5p

Community Dinners and Life Skills Classes

Tuesdays: Dinner 6 - 7p followed by...

Life Skills Classes

Tuesdays: 7 - 8p

Kidz Club

Tuesday and Thursday: 3:15 – 5:30p

Growing Together (Teen and Young Moms)

Third Tuesday of every month: 6p

At Cascade Community Church, Monroe

Find Us...

On the web: www.ttns.org

Facebook: www.facebook.com/thenextstepmonroe
www.facebook.com/groups/GrowingTogetherMonroe/

202 South Sams Street
Monroe WA 98272
360.794.1022

Take the Next Step is an essential service provider for the most vulnerable, marginalized and underserved individuals and families in our community, regularly over-delivering on their promise to provide friendship, help, and hope to neighbors in need.

The only mystery about the organization is how they pull it all off: from the Drop-In Center to Kidz Club, Growing Together teen moms program, and especially community dinner nights, Take the Next Step is THE hub of community support in Monroe.

Joe Neigel, Coordinator
Monroe Community Coalition

I endorse Take the Next Step in continuing to expand its efforts in our community. As a member of this community I recognize the forethought TTNS has had in recognizing the needs of an increasing vulnerable population and responding to that need by creating successful programs.

As the largest city in Sky Valley we are progressive in our approaches and recognize we are often the center for services to many in the larger community. Thank you for your much needed work and programs dedicated to making a difference for those in need.

Sergeant Ryan Irving
Monroe Police Department

Take the Next Step is a non-profit organization in Monroe that provides support services and resources to individuals and families in times of need.

Our community absolutely values the support services that Take the Next Step brings to Monroe.

Mayor Geoffrey Thomas, Monroe

Discover Focus Lead



Discover our strengths:

- In 12 years of serving a widely diverse population of all ages, the Next Step has earned the trust and respect of both our neighbors who come to us in need and our greater community.
- Our 300+ volunteers represent our community's commitment to the Next Step and the work we do.
- We provide opportunity and place for the generous members of our community to serve those who struggle to get by.
- We operate efficiently and effectively with a minimum of overhead so the donations we receive will deliver maximum impact in the lives of those we serve.
- A committed, creative, self-starting staff and an involved, supportive, encouraging Board of Directors who will all appreciate your professional experience and expertise to help us discover how we can improve and grow as individuals and as an organization.

Your first year's focus:

- With our founder, board, and outside consultant move through a smooth and effective transition in leadership.
- Enthusiastically work with staff and Board to create a collaborative, dynamic working relationship to lead us in our "next steps".
- Bring your experience to grow staff, board, and volunteer competencies and teamwork.
- Actively participate in each Next Step program, reach out to our neighbors, hear their stories, understand their needs, and become an advocate for them both inside the organization and throughout the community.
- Thoughtfully and intentionally engage with community organizations, schools, faith communities, and others to raise awareness of needs and our work to address those needs.
- Grow existing and create new partnerships with agencies and organizations to further the reach and work of Next Step.
- Develop relationships with existing and new donors and foundations to maintain and grow resources.

Lead Next Step into the future:

- Guide the Next Step, its staff and board, and those we serve toward reaching each one's full potential.
- Develop outcome measures to evaluate program effectiveness and to provide feedback to donors and funders.
- Increase fundraising capacity to maintain and expand our service, assistance, and care to our neighbors in need.
- With staff, board, and potential participants / beneficiaries; evaluate the need for, define, create, fund, and implement new programs to fulfill our mission and vision.
- Discern God's leading in expansion and development of new programs and directions.
- Continually seek to grow professionally in your position, your effectiveness as a servant leader inside the organization and throughout the community, your knowledge and your skills as Director; and don't forget to take care of yourself, too.

The Executive Director Position



The Executive Director works collaboratively with staff, board, volunteers, partner organizations and community leaders to offer friendship, help, and hope to our neighbors in need. The Executive Director is responsible for the organization's achievement of its mission. The Executive Director inspires and leads a strong staff team, insures and strengthens the organization's financial health, reaches out to the community to raise awareness of the organization and is an advocate for our neighbors in need.

Personal Attributes

Our ideal candidate will possess the following personal attributes:

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| Follower of Jesus | Servant leader not afraid to roll up your sleeves and get dirty |
| Passion to serve those in need | High standards of performance for self and others |
| High emotional intelligence | Collaborator and delegator |
| Trustworthy with impeccable integrity | Encourager and supporter |
| Respectful, transparent, authentic | Excited by new opportunities |
| Careful in judgement and decision making yet decisive | Action oriented |
| Confident and courageous in difficult situations | Love to be in community to meet and connect people and organizations |
| Comfortable in diverse social, economic, and cultural settings | Fluency in Spanish a plus |

Professional Competencies

Visionary – look to the future, consider what can be, embrace and encourage change not for change sake but for the betterment of the Next Step, our community, and the lives of those we touch.

Relationship Builder – understands and is adept at developing and managing meaningful and respectful relationships with staff, board, those we serve, our donors, partners, community members, and elected officials.

Team Builder – lead by creating an environment of trust, growth, and commitment to each other and our mission.

Collaborator – within our own organization and throughout our community. Actively engage with existing and seek new partners who by working together, will strengthen our work and theirs in meeting the needs of our community.

Communicator – openly and honestly communicate within and outside of the organization. Excellent written and oral communicator, comfortable in individual and group settings.

Values Each Person – readily recognize and creatively acknowledge the value of those we serve, staff, board, and volunteers.

Business Minded – understand and apply the skills required to manage the business of the organization, its operations, personnel, financial, and fundraising activities.

Outward Looking – listen to staff, board, volunteers, community members, and especially those we serve to base our agenda and actions on our community's perception of their own needs and hopes.

Strategic Thinker – conceptualize and communicate the future direction of the organization through plans, budgets, and most important – action.

Relationships Qualifications Compensation and Benefits



Working Relationships

Reports to: Take the Next Step Board of Directors

Direct Reports: Drop-In Center Director
Kidz Club Director
Growing Together Director
Community Outreach Coordinator
Financial Administrator

The Executive Director is expected to develop and maintain a working relationship with the following by meeting together on a regular basis:

Board of Directors: as full board and individually
Staff
Volunteers
Donors
Grantors and Foundations

School District Educators and Administrators
Community Organizations (Rotary, Chamber, etc.) and business owners
Faith Communities
Other Non-profit Organizations
Media

Qualifications

Bachelor's Degree
Leadership experience in non-profit or related field
Demonstrated increasing responsibility in managing staff and organization
Capable of developing an exceptional team
Strong organizational skills
Strategic planning skills emphasizing thorough analysis and integration of information from a wide range of relevant sources
Excellent interpersonal, presentation, written and oral communication skills to be used with staff and board, the public, community groups, and elected officials
Expertise in budgeting, financial management, and fundraising
Successful work with boards and board members
Demonstrated ability to develop and evaluate programs
A great sense of humor

A word on faith . . . while we make no apologies for the fact that we are a faith based organization; neither do we limit our services or base participation in our programs upon following any prescribed set of beliefs. We open our doors and care for everyone who comes in without regard to ethnicity, national origin, disability, race, religion, gender, sexual orientation, citizenship, age, or veteran status. That's important to us.

Our motivation for serving others comes out of our understanding of what it means to follow the example of Jesus who came "not to be served but to serve" MARK 10:45. We expect our Executive Director will be a follower of Jesus who will lead by word and example and join with all of our staff in affirming and signing our "We believe..." statement of faith.

Compensation

Commensurate with experience in the \$60,000 annual range

Application and Timing



What to include

Cover Letter - a one page cover letter describing your passion for carrying out our mission and how and why your background and professional experience will make you an exceptional Executive Director for the Next Step.

Resume - you'll know what to include - delight us!

Please attach your cover letter and resume to an email addressed to: execdirector@tns.org

All submissions will be acknowledged upon receipt. You will be advised of your status as a finalist (or not) by July 10, 2017.

We very much respect your privacy. All applications will be held in the strictest confidence.

Timing

Though applications received by June 15, 2017 will be given full consideration, please check our Executive Director Search webpage (www.tns.org/execdirector) to submit application until the position is posted as closed.

Please visit our Executive Director Search webpage to view the most current time line: www.tns.org/execdirector

Contact Information

For further information please email execdirector@tns.org



Equal Opportunity

Take the Next Step is committed to provide an environment for all applicants and employees that is free from discrimination and provides equal opportunity for all regardless of race, national origin, gender, marital status, disability, age, or any other federal, state, or local legally protected status.

As a faith based organization, Take the Next Step is permitted to prefer prospective employees on the basis of our "What we believe..." reflection on putting our faith into action.

202 South Sams Street • Monroe WA 98272 • www.tns.org • 360.794.1022 • 360.217.7721 fax • Federal ID 20-3291700