

Community Leader / Executive Director (CL/ED) of L'Arche Seattle

Role Description

L'Arche Seattle belongs to an international federation of communities of people with and without intellectual disabilities (ID) sharing life together. L'Arche is more a way of life than a normal "job." We believe that people with disabilities offer unique gifts to the world and are often its best teachers.



The CL/ED position requires a person with a discerning spirit who is able to deal with tension and conflict and can draw divergent points of view to unity. They must be willing to carry responsibility and maintain professional confidentiality. Above all, this person should be committed to the mission of L'Arche and a call to learn and grow with people with ID, sharing the belief that each of us has a unique gift to share with one another. They will work closely with people with ID receiving professional support (core members), staff and direct support professionals (assistants), the community council, L'Arche Seattle's board of directors, and the federation representative from L'Arche USA. They should have experience in managing teams of people, fundraising, and budgetary management.

In this role, the CL/ED is responsible for implementing the community mandate (5-year goals and value priorities, see attached) through appropriate and inclusive planning that honors the identity and mission of L'Arche Seattle. This individual leads, manages, and administers daily operations in order to meet the financial, legal, and quality standards expected from all local and national authorities. L'Arche Seattle is a community with a rich history and many traditions, and the CL/ED should work to ensure that our history and traditions are respected, shared, and celebrated.

Key Responsibilities:

1. Community - Build and develop a vibrant community life.
 - a. Ensure a close and open presence to all community members and participants.
 - b. Prioritize diversity, equity, and inclusion (DEI) in welcoming and supporting all people.
 - c. Help to foster and maintain the spiritual identity of L'Arche Seattle. Ensure that the spiritual needs of new and existing members are nurtured and respected.
 - d. Promote the health and wellness of those living in the daily life of the community.
 - e. Respect core members as the elders of our community and engage in mutually transformative relationships with them.
 - f. Promote a culture of open and active communication between members of the community (leadership, assistants, core members, guardians, long-time friends and volunteers, etc).
 - g. Lead and support the community in implementing its affirmed mandate.
2. Agency - Guarantee the quality of care for people with intellectual disabilities.
 - a. Ensure core members receive the professional and natural support they need to thrive.
 - b. Supervise assistant coordinators and work closely with the assistant body.
 - c. Ensure that the three homes and activity center are actively following state protocol in accordance with the laws and policies of the State of Washington and all state departments that provide administrative oversight.
3. Organization - Develop a sound business & development plan.
 - a. Work with the board of directors and finance committee to develop and manage an annual budget to ensure it serves the mission priorities.
 - b. Maintain up-to-date understanding of changes and trends in applicable state and federal compensation structures for organizational planning.
 - c. Lead the design and ensure the implementation of an annual development plan, including fundraising campaigns, events, and engagement with foundations.
 - d. Cultivate and steward relationships with major donors.
 - e. Ensure responsible property management.
 - f. Ensure L'Arche Seattle is compliant with all laws and requirements to do business as a nonprofit in the state of Washington, and with L'Arche USA's membership agreement.

4. **People** - Manage human resources
 - a. Ensure effective supervision, support, and evaluation of all employees, paying special attention to leadership development and delegation.
 - b. Implement an efficient recruitment and orientation process, as well as meaningful discernments and transitions for employees and volunteers.
 - c. Support and empower employees and volunteers in a way that helps them develop their vocation (personal mission) in life and in L'Arche.
 - d. Work with other members of the leadership team to evaluate and promote wellness of everyone living, participating, and working within the homes and Activity Center.
5. **Outreach** - Promote the message of L'Arche in the environment
 - a. Develop a robust and transparent communication plan that includes maintaining monthly external newsletters and weekly internal newsletters.
 - b. Increase outreach efforts and expand community partnerships, including relevant local authorities, professional organizations, and mission-aligned partners.

Reports To: L'Arche Seattle Board of Directors

Requirements of the Role:

- Lead in accordance with the eight leadership principles of L'Arche: servant leadership, partnership, subsidiarity, accountability, participation, inculturation, solidarity, and stewardship
- Establish opportunities for connection between members of the leadership team, the board of directors, people living and participating in our homes and programs, and the extended community of L'Arche Seattle.
- Be open to spiritual practices and faith traditions, and willing to learn about, engage with, and help articulate the spiritual identity of the community.
- Inspire trust through maturity, responsibility, mutual respect, and a sense of availability with people sharing life in the homes and beyond.
- Facilitate, guide, nurture, and reconcile relationships in the day to day life of the community through an atmosphere of reflection and mutual responsibility.
- Regularly attend national L'Arche USA meetings and events (2-3 trips/year).
- Complete criminal background check and Covid-19 vaccination as required.

Desired Qualities and Qualifications:

- Person of compassion, courage, and integrity.
- Knowledge and experience of L'Arche.
- Demonstrated commitment to disability justice, and diversity, equity, and inclusion.
- Demonstrated leadership and 3+ years of management experience that includes budget projection, financial reporting, staff supervision, and fundraising.
- Experience in the field of intellectual disabilities, including applied knowledge of or experience in laws and benefits applicable to individuals with disabilities, especially those related to residential care settings.
- Background in securing financial support from major donors, corporate sponsors, and foundations.
- Commitment to self-care and a healthy work/life balance.

Salary & Benefits: Starting at \$100,000 per year. L'Arche Seattle covers 100% of employee health insurance premiums (Aetna insurance via Christian Brothers). 4 weeks of PTO and 6 additional sick days.

Nominations: Please submit nominations for this role to cl-ed-search@larcheseattle.org. The search committee will follow up appropriately with people nominated for this role.

To Apply: Please submit application materials (cover letter & resume) to cl-ed-search@larcheseattle.org. When writing your cover letter we invite you to reflect on: 1) *What calls you to this role?*, and 2) *How will you lead and fulfill the responsibilities of the role?*
Applications received by Monday, July 18, 2022, will be prioritized.