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Fax: (360) 385-5185  
E-mail: [action@olycap.org](mailto:action@olycap.org)

## **EMPLOYMENT OPPORTUNITY: EXECUTIVE DIRECTOR**

OlyCAP is a private nonprofit Community Action Agency serving as a catalyst for positive change in our community. We are dedicated to improving the lives of low-income and disadvantaged people. Our Mission: Resilient communities with equitable access for all. OlyCAP has served Jefferson and Clallam Counties in Washington State since 1966. Visit [www.olycap.org](http://www.olycap.org) for more information. EOE.

Position: Executive Director  
Reports To: Board of Directors  
Supervises: Finance Director; Housing Director; Community Services Director;  
Early Childhood Services Director; H.R. Coordinator; Home Care  
Manager; Executive Coordinator, Nutrition Services Manager  
Status: Full Time Exempt

The position is based in beautiful Port Townsend, Washington. To learn more about this Victorian Seaport and Arts Community, visit [enjoypt.com](http://enjoypt.com). Salary range of \$7500/month to \$9123/month, DOE.

For serious consideration, please send a Letter of Intent and Resume to:  
Human Resources  
Olympic Community Action Programs  
823 Commerce Loop  
Port Townsend, WA 98368

Or electronically to: [HR@olycap.org](mailto:HR@olycap.org). No phone inquiries accepted.

### **Overview:**

The Executive Director of Olympic Community Action Programs (OlyCAP) reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives.

*Strengthening the community – one family at a time ...  
OlyCAP is an Equal Opportunity Provider*

**Essential Job Functions:**

The Executive Director will:

1. Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the Board.
2. Follow Executive Limitations as adopted by the Board.
3. Work with the Board to provide support and training on Board By-laws, rules and processes.
4. Assure that the agency has a long-range strategy which achieves its mission, and works toward consistent and timely progress. Update strategic plan as warranted,
5. Maintain official records and documents, and ensure compliance with all federal, state and local regulations.
6. Maintain a working knowledge of significant community action programs developments and trends; attends all relevant Washington State Community Action Partnership meetings and events,
7. Complete a community needs assessment at required intervals.

**In Budget and Finance, the Executive Director will:**

1. Be responsible for developing and maintaining sound financial practices,
2. Work with the staff, Finance Committee, and the board in preparing a budget and sees that the agency operates within budget guidelines.
3. Ensure that adequate funds are available to permit the organization to carry out its work.

**In Communications, the Executive Director will:**

1. See that the board is kept fully informed on the condition of the agency and all important factors influencing it.
2. Establish sound working relationships and cooperative arrangements with community groups and organizations.
3. Represent the programs and point of view of the agency to other agencies, organizations, and the general public.

**In Relations with Staff, the Executive Director will:**

1. Be responsible for the employment and release of all personnel, both paid staff and volunteers.
2. Ensure that sound human resource practices are in place.
3. See that an effective senior management team, with appropriate provision for succession, is in place.
4. Encourage staff and volunteer development and education.
5. Maintain a climate which attracts, retains and motivates a diverse staff of quality employees.

**KNOWLEDGE SKILLS AND ABILITIES:**

Strong management and supervisory skills and experience; demonstrates leadership ability, as well as strategizing and coalition building; demonstrates effectiveness and experience in fund development; excellent written and oral communication skills.

**QUALIFICATIONS:**

Bachelor's Degree required; Master's Degree preferred.

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**OUR MISSION**

Resilient communities with equitable access for all.

**OUR VISION**

OlyCap helps people build resilient communities by providing equitable access to solutions and opportunities.

‘Helping People, Building Community’

**WHAT WE VALUE**

We value providing quality service; creating positive results for those we serve.

We are passionate advocates; showing compassion and building trust one client at a time.

We approach each situation with an open mind and are creative in our service delivery.

We value equal treatment for each individual and each situation.

We value community problem solving through education, collaboration, engagement and partnerships with other organizations and the citizens of the North Olympic Peninsula.

We are accountable for our actions; good stewards of the resources and trust placed in us.