



Hiring: Executive Director

Who We Are:

Established in 1909 as the Mount Baker Park Improvement Club the Mount Baker Community Club (MBCC) is a 501(c)(3) non-profit organization dedicated to promoting social welfare by initiating community activities, providing community activities, and supporting community enhancements. The Club helps instruct community members on subjects useful to the individual and beneficial to the community through the presentation and/or sponsorship of public discussion groups, forums, panels, lectures and other similar programs and activities.

A Clubhouse was erected in 1914 and serves as a [gathering space](#) for neighbors to celebrate, learn, share, and commemorate. Everyone who lives, works, or goes to school in Mount Baker is a member [of the Club](#). [Our membership encompasses some 6,000 households within our boundaries](#). [We collect no membership dues](#). Our Clubhouse also serves as a rental venue, providing supplemental income for the operation of both the Club and the Clubhouse.

The MBCC is supported through a combination of income sources. These include, but are not limited to, an Annual Fund, rental of the Clubhouse, rental of a tenant space, the Mount Baker Home Tour (even numbered years), the Mount Baker Garden Tour (odd numbered years), public and private grants, and some income generating programs.

The MBCC is governed by a volunteer Board of Directors, all residents of the Mount Baker neighborhood. Many of our events and programs are staffed by volunteers from the neighborhood.

Job Summary:

The Executive Director will provide overall direction and coordination of a team that includes part time employees, a volunteer Board of Directors, [neighborhood volunteers](#), and [outside](#) contractors.

The Executive Director will be responsible Development (fund raising), Community Programs (planning and execution), MBCC administration, records retention/management, and (in cooperation with the Treasurer) financial management and bookkeeping.

The Executive Director will support the Board of Directors in their responsibility to assure the overall success of the Club in serving the Mount Baker community

Supervised direct reports include a Rentals Manager, Facility Manager (Operation and Maintenance), Website Manager, and an Administrative Assistant (primarily financial).

2811 Mount Rainier Drive South | Seattle, Washington 98144
tel: 206-722-7209 | fax: 206-723-3069 | www.mountbaker.org | email: info@mountbaker.org

We believe strong connections among neighbors are key to our common humanity. Our mission is to be the heart of the Mount Baker community.



The objective of the Executive Director's team is to design and deliver programs to serve the community consistent with The Club's mission, to seek grants and other financial support, and to support major fund-raising activities of The Club.

This is a full-time position. The Executive Director is expected to work primarily on site at the Mount Baker Community Club Clubhouse (1911 Mount Rainier Drive South) with some flexibility for occasional virtual work.

Key Responsibilities

Leadership

- Cultivates strong relationships with the MBCC Board of Directors (Board), all team members, committee members, tenants, renters, vendors, external partners, and community members.
- Embodies the ideals of the Club and its founding principles. Strives to project the ideals of inclusivity and community as a leader of the organization.

Support MBCC Board of Directors

- Attends all Board meetings, and Executive Officer meetings as requested.
- Provides monthly status-of-the-Club report at Board meetings.
- Receives (and forwards to the Board and/or the appropriate committee chair) any requests for information from the community and the public.
- Provides administrative support for Board, Committee, and Community meetings.
- Develops and maintains a volunteer database.

Administration

Executive Director is directly responsible for Administration
in coordination with the Treasurer

- Oversees financial management and supports the Treasurer in budget preparation and implementation.
- Develops and implements a system for organizational record keeping.
- Assures that the Club remains current with respect to Licenses, applications, taxes, and Annual WA Secretary of State report
- Develops, maintains, and posts on the Club website an annual calendar identifying all major public events and programs.

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Development

Executive Director is directly responsible for Development
in coordination with the Development Committee Chair

- Prepares and Annual Development Plan. Leads the Clubs Development activities.
- Supports major fund-raising appeals (Annual Appeal, and Capitol Campaign activity when required by the Board) including content related to Development programs and events.
- Generates and manages content related to Development programs and special events.
- Identifies grant opportunities, prepares grant applications, and monitors grant completion. Prepares all required grant reporting for review by Development Committee Chair.
- Maintains relationships with previous donors and update donor database.
- Cultivates new donor relationships, including development of a major gifts program.

Programs Planning and Execution

Executive Director is directly responsible for Community Programs Planning and Execution
in coordination with the Program Committee Chair

- Coordinates and executes community events, workshops, and meetings, including logistics and scheduling.
- Promotes events and activities to attract community participation and involvement.
- Evaluates event success and gather feedback for continuous improvement.
- Identifies opportunities for new programs and initiatives to engage and benefit the community.
- Manages volunteers and staff for sponsored events
- Collaborates with community members on cross-promotion and support of neighborhood initiatives such as the MLK Jr. Scholarship Fund and Mount Baker Home Tour and Mount Baker Garden Tour/Community Festival.

Outreach/Community Engagement

Executive Director is directly responsible for Administration
in coordination with the Communications Committee Chair

- Fosters and maintains positive relationships with residents, businesses, schools, sponsors, and volunteers.
- Acts as a liaison between the club and the local community to address their needs and concerns.
- Promotes the club's activities and encourages community participation.
- Develops communications materials and outreach media to raise community awareness of club programs and activities.

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Qualifications and Candidate Attributes

- BA or MA in Nonprofit Management, Public Administration, Business Administration, Development, or a comparable academic degree.
- Minimum of 3 years of nonprofit or comparable experience with success in fundraising, grant writing, and financial management for an annual budget more than \$200K.
- Demonstrated experience working with and supporting a volunteer board of directors or comparable experience.
- Excellent interpersonal and communication skills.
- Demonstrated creative thinking, strategic planning, and problem-solving ability.

How to Apply

Letter of interest and resume should be directed to: WorkWithUs@MBCC.org

Compensation and Benefits

Annual salary for this position depends on experience and will be in the range of \$80,000 - \$100,000. In addition to base salary the Mount Baker Community Club will provide sick leave, paid Federal holidays, and a stipend to assist with benefits not covered (e.g. health insurance).

Equal Opportunity Employer:

The Mount Baker Community Club is an equal opportunity employer. We are committed to diversity, equity, inclusion, accessibility, and racial and social justice. We do not accept unlawful discrimination in our recruitment or employment practices on any grounds including but not limited to; race, color, ethnicity, religion, national origin, gender, sexual orientation, gender identity, age, physical or mental disability, genetic factors, military and veteran status, or other characteristics covered by applicable law.

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