



Now Hiring Executive Director

Application Deadline: August 31st, 2023

Position Information:

Title: Executive Director

Reports to: Board of Directors

Benefit Package: Comprehensive & Competitive

Education: Masters Degree in Business, Public Administration or appropriate field

Classification: Full Time - Exempt

Salary Range: \$110,000 - \$130,000 DOE

Focus Area: Affordable Housing, Family Time Visitation Services, & Education

About Reliable Enterprises:

Reliable Enterprises is a social services non-profit agency and leading advocate for children, youth, and families in Southwest Washington since 1977. It is Reliable's mission to create innovative opportunities that stabilize lives through affordable housing, early learning education, & support services among other programs. Assisting over 1,200 adults and children each month, we empower people to live an enhanced quality of life and invest in themselves to accomplish their goals and dreams. Located in Centralia Washington, we are a place people from the community can turn to when they need help.

Agency Fact Sheet:

Employees: 66

Housing Units: 145

WA Counties Served: 23

Family Time Visitation Subcontractors: 166

Unique Program Operations: 11

Remote Service Sites: 8

Executive Director - Reliable Enterprises

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Position Summary:

Reliable Enterprises is seeking an experienced and passionate Executive Director with a business mind and service-oriented heart. The ideal candidate will be skilled in communication, relationship building, and resource development. They are a visionary leader to manage and oversee all aspects of the agency collaborating with a high caliber leadership team.

Within this role, they must remain flexible, attentive, innovative, creative, and tenacious in reaching goals and managing clients and staff. As the public face of Reliable, developing community partnerships with a client-centered approach is crucial for long term support of populations seeking help. This includes actively seeking out the views of stakeholders who utilize Reliable's services. Working closely with the Board of Directors comprised of community leaders on strategic planning, they will develop and implement innovative programs and initiatives to stabilize, empower, and transform lives.

Qualified Candidates Must Demonstrate the Following Qualities:

- **Visionary Leadership** – Expertise inspiring others to create a motivated workforce.
- **Policy Strategist** – Experience & understanding of public policy development.
- **Proactive** – Takes initiative and models action to move organization & programs forward.
- **Flexibility** – Ability to adjust to changes and adapt to different circumstances.
- **Responsiveness** – Attending to needs of programs & people in a timely manner.
- **Trust Building** – Inspires trust and credibility with community partners.
- **Change Catalyst** – Champion new directions and potential opportunities.
- **Valuing Equity & Diversity** – Embraces and values all, regardless of their experiences or backgrounds.
- **Pacesetting & Results Driven** – emphasize accountability and achieving results through effective and efficient program leaders.
- **Program Developer** – Experience in public housing and grant management.

How To Apply:

Carefully review your application material before submitting. To be considered for this position, please submit a complete application package attn: Executive Director Search Committee to careers@reliableenterprises.org with the following:

- A letter of interest specifically detailing your experience and addressing the qualifications listed in this announcement.
- Resume
- Four reference contacts. At least two must be recent (within three years) professional references.