



July 6, 2021

Job Title: Executive Director

MISSION AND VISION

Quixote Communities is a nonprofit corporation whose mission is to provide permanent supportive housing for people experiencing homelessness. We create and manage tiny home villages that foster community, encourage personal growth, and promote access to care and services.

Our vision is to create a community safely housed, a path to stability, and a better quality of life.

WHO WE ARE

At Quixote Communities, we strongly believe that everyone deserves safe and affordable housing. We work to provide housing for our community members experiencing homelessness in Thurston, Pierce, and Mason Counties in Washington. We manage tiny home villages that offer communal living with rich peer mentorship and support. Our staff work side-by-side with residents to help them reach their individual goals and to connect them with various community services. Our villages provide recovery housing, offering our residents a supportive environment in which to pursue a clean and sober lifestyle.

We have successfully operated Quixote Village, in Olympia Washington, for more than seven years. We opened a second village, in Orting Washington, in May 2021, and a third village, in Shelton, is currently in the permitting process and anticipated to open in 2022. The Orting and Shelton villages are devoted to housing veterans, while Quixote Village in Olympia is open to all qualified homeless applicants.

JOB SUMMARY

The Executive Director is responsible for the professional leadership of Quixote Communities, and achievement of its mission, vision, goals and objectives as set forth by the Board of Directors. The Executive Director is the outward face of Quixote Communities, and oversees the organization's community engagement, fundraising initiatives, financial management, and organizational development. The Executive Director creates and maintains relationships within the community, builds awareness and advocates for QC's mission, and reports directly to the Board. The Executive Director directly supervises the Program Managers for the Orting Veterans Village and for Quixote Village (whom oversee other staff within their respective villages). It is anticipated that the Executive Director will also oversee a to-be-appointed Administrative Director.



SALARY AND BENEFITS

This is a full-time, permanent, FLSA-exempt position. The starting salary range is \$70,000 – \$80,000 per year, depending on experience and qualifications. There is also a \$500 monthly stipend for health insurance. Full-time employees are entitled to ten paid Holidays, in addition to 96 hours of annual accrued personal vacation time in the first two years and 120 hours per year thereafter.

WORKING CONDITIONS

Currently, the Executive Director will maintain a home office, and have access to all Quixote Communities villages office space and equipment. Quixote Communities will provide a laptop computer, printer, and a telephone.

JOB REQUIREMENTS/QUALIFICATIONS

Experience: Significant knowledge/experience in affordable housing, homelessness, addiction, mental health, and/or a related field. Experience in leadership or management with a nonprofit or other organization with a governing board. Experience in fundraising and community relations.

- **Availability:** Full time, Monday-Friday, and some evening and weekend work is required. Must be able to work from home, as Quixote Communities does not currently have an office available for the Executive Director, and must maintain physical connection with Quixote Communities' facilities and the communities they serve.
- **Education/Training:** Minimum: Bachelor's Degree in business, nonprofit management, public administration public health, social services, or related field; or commensurate experience.
- **Technology:** Proficient in computer use, including Microsoft Windows programs such as MS Word, Excel, Outlook, Adobe, Publisher, etc.
- **Licenses/Certification:** Must possess a Valid WA State Drivers License. Must pass Washington State Patrol criminal background check.
- As the leader of Quixote Communities, the successful candidate must model Quixote Communities' statement of values on and off duty. Quixote Communities' statement of values is available on our website at <http://www.quixotecommunities.org/our-values.html>.

Desired Knowledge/Skills/Attributes:

- Strongly supports the mission and vision of Quixote Communities, and has a demonstrated commitment to affordable housing and/or homeless issues
- Commitment to social justice for vulnerable/marginalized populations and a thoughtful approach to strategies for achieving it
- Experience soliciting and managing funding sources for homeless housing, such as HOME, CDBG, Department of Commerce, and HUD
- Highly motivated, and a willingness to work hard



- Demonstrated leadership skills and confidence, including vision and innovation
- An enthusiastic and positive demeanor
- Comfortable and adept at public speaking
- Excellent oral and written communication skills
- Willingness to work at all levels in the organization
- Adaptability and the ability to multi-task, work under pressure, and meet deadlines
- Commitment to organizational development
- The ability to work well with others, foster collaboration, and build trust
- An ability to effectively manage conflicts and solve problems
- Supervisory experience, and the ability to facilitate employee growth and empowerment
- Strong financial management skills, including budget preparation, analysis, decision making, and reporting

RESPONSIBILITIES

Leadership :

- Act as chief executive of the organization, and work with the Board of Directors (whole Board and Committees) to set and implement the organization's mission, vision, and strategic objectives
- Timely inform Board of significant issues affecting the development and delivery of programs and services, including but not limited to any decisions to recruit or terminate staff
- Serve as primary interface between Board and staff, and facilitate appropriate staff/board contact to ensure informed decisions
- Support Board development and recruitment
- Maintain positive relationship with all Board members
- Develop, implement and monitor strategic financial and operational initiatives and action plans
- Be knowledgeable and current on relevant legislation and governance related to low income housing and advise the Board in areas of risk or concern
- Advocate for the Quixote Communities model on a local and regional level



Financial Management and Legal Compliance

- Work with staff, Finance Committee, and Board to recommend annual budget for Board approval, and prudently manage organization consistent with approved budget
- In coordination with Administrative Director, develop and maintain sound financial practices, and ensure that adequate controls and accounting of all funds are in place
- Monitor organizational performance and engage with the Executive Committee to report on development plans and ensure overall productivity
- Ensure compliance with legal/governmental requirements
- Ensure that funds are disbursed in accordance with contract requirements and donor conditions

Fundraising Initiatives:

- Oversee fundraising planning and implementation, consistent with the Strategic Plan, including identifying resource requirements, researching funding sources, and planning/successfully executing fundraising events
- Oversee marketing and other communications efforts
- Maintain awareness of grant and other funding opportunities, evaluate for alignment with Quixote Communities' mission and needs, and oversee preparation and submittal of proposals and grant applications
- Solicit, cultivate, establish, build and maintain strategic relationships with donors and partners

Community Relationships:

- Act as primary spokesperson for Quixote Communities
- Represent, promote and increase overall visibility, public support, and recognition for Quixote Communities, and work to ensure its programs and services are presented in a strong, positive image to stakeholders and the community at large
- Initiate, develop, and maintain strong, positive relationships with a broad range of the community, including all levels of government, other non-profit organizations, faith-based communities, and private sector businesses
- Undertake activities in the community that increase awareness and support for Quixote Communities' mission and for homeless housing issues
- Oversee the recruitment, training and retention of motivated volunteers matching them to the organizational needs
- Relate effectively to diverse groups of people from all social and economic segments of the community



Facility Development, Management and Operations

- Coordinate development of new villages as approved by the Board
- Serve as Quixote Communities' point of contact for village developments/construction, and collaborate with contract developer and Board as appropriate
- Oversee safe and effective operations and management of Quixote Communities' facilities
- Meet all contractual, lease, and legal requirements relating to facility operations

Program and Human Resources:

- Develop and monitor programs and services to ensure delivery on Quixote Communities' mission
- Effectively oversee the management of the human resources of the organization according to policies and procedures; ensure that policies and procedures are updated periodically to support volunteers and employees
- Serve as the hiring authority for Quixote Communities staff, with the authority to recruit, hire, terminate staff, and oversee the training of all staff. Ensure job descriptions are up to date and relevant
- Ensure staff are competent and effectively carrying out their duties
- Provide clear expectations and regular feedback
- Conduct and document annual performance reviews
- Establish and maintain staff development and training plans
- Be available, approachable and respectful to staff
- Maintain a climate which attracts, retains, and motivates a diverse and quality staff; models effective behaviors and skills, and builds morale among staff and volunteers

Application Period:

The Application period will remain open until the position is filled. The first set of applications will be reviewed on Monday, August 2, 2021. Quixote Communities reserves the right to make a hiring decision any time after August 2, 2021. It is to the applicant's advantage to submit an application as soon as possible.



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Application Process:

Send cover letter and resume to:

Quixote Communities
ATTN: Executive Director Search Committee
19607 162ND Avenue
Orting, WA 98360

Or email to: EDsearch@quixotecomunities.org

Quixote Communities is an equal opportunity employer. We celebrate diversity and are committed to providing an inclusive environment for all employees, staff, volunteers, and residents.

For more information, go to www.quixotecomunities.org. For questions about the search or application process, contact Hanna Bailey, AmeriCorps VISTA, at volunteer@quixotecomunity.org or (360) 872-1051. For questions about the position or about Quixote Communities, contact Joe Shorin, Board President, at joeshorin@comcast.net, or (360) 790-6528.