



Teen Feed Executive Director Position Description

Teen Feed walks alongside youth experiencing homelessness as they meet their futures off the streets. In partnership with our community, we provide basic needs, build lasting connections, and create stability through trust, dignity, and consistent support. Our three core programs—Teen Feed Nightly Meal Program, Street Talk Outreach Program (STOP), and Service Links for Youth (SLY)—form a foundation of care for youth ages 13–25 in Seattle’s University District.

The Executive Director is accountable to the Board of Directors and provides leadership in the oversight, management, and supervision of all aspects of Teen Feed. This includes programs and services, finances, resource development, philanthropy, human resources, communications, and board development. This role partners with collaborating businesses, foundations, government officials, volunteers, other nonprofits, and donors/supporters. They work closely with the Board and its committees to establish the vision, policies, strategic priorities, and overall scope of the programs that Teen Feed delivers.

This role embraces diversity, equity, and inclusion, champions a strong organizational social justice roadmap, and values both youth and staff input. The unique candidate for this position would be someone who has led a small team, managed a multi-role staff with lean resources, has the ability to build stakeholders, and has successfully secured managed grant funding. This position is 50% on-site after initial training and allows for moderate schedule flexibility, with ability to work periodic evenings, weekends, and holidays in-person required (ED is on-site backup for Operations Director). This position reports to the Board of Directors, is **40** hours per week on average, exempt. **Annual salary range is \$80,000-\$85,000** depending on experience (this salary range includes health insurance stipend).

Essential Job Functions:

Support and Work with the Board of Directors

- Take direction from the Board of Directors as a whole and work with the Board to assure that the organization operates with a clear mission and an appropriate strategic plan that is consistent with the mission.
- Inform the Board about issues and events that impact the organization and keep the Board of Directors fully informed on conditions, opportunities, issues, and challenges so that the Board can carry out its governance, financial oversight, and leadership role.
- Provide guidance to the Board of Directors in major donor portfolio building and management.
- Develop with the Board an annual work plan for the Board to carry forward the strategic plan.
- Coordinate meetings and communications for the Board of Directors and serve as staff member to Board Committees unless otherwise designated.

Strategic Planning and Financial Leadership

- Spearhead development of strategic plans, budgets, and development initiatives to achieve organizational goals.
- Alter or recruit contractors as necessary to achieve the scope of board goals
- Prioritize Revised Strategic Plan, Updated Donor Dashboard, Board Recruitment, and updated Donor Portfolio, SWOT assessment.
- Monitor progress, address challenges, and identify growth opportunities.
- Oversee financial management, including budgeting, forecasting, and reporting.
- Lead fundraising efforts, donor cultivation, stewardship, grant management, and partner engagement, including a high-yield donor portfolio alongside the Board.
- Provide oversight and recommendations regarding Policy Development and Risk management practices
- Foster a culture of philanthropy and build relationships to ensure financial sustainability.

Leadership and Supervision

- Supervise Teen Feed staff, including the Administrative Director, Program Services Manager (Operations Director), Volunteer Services Manager, Kitchen Coordinator, and Youth Services Specialist, providing clear direction and support.
- Ensure organizational activities remain aligned with approved plans and budgets through ongoing oversight and management.
- Collaboratively manage all aspects of human resources, including recruitment, hiring, onboarding, termination, and grievance resolution, fostering a professional and equitable workforce.
- Build and maintain a high-performing, cohesive team through effective coaching, performance management, and professional development initiatives.
- Lead staff recruitment and onboarding efforts, ensuring new hires are integrated effectively and receive the support necessary for success.
- Foster a workplace culture that embodies Teen Feed's values, emphasizing equity, collaboration, and respect.
- Provide on-site support as required to ensure smooth operation and responsiveness to staff needs.

Stakeholder Engagement, Risk Management

- Build and maintain long-term, mission-driven relationships with key stakeholders, including funders, community partners, government agencies, and the Board, ensuring financial support for advancing Teen Feed's mission.
- Represent Teen Feed at public events, conferences, and meetings.
- Collaborate with the communications team to promote Teen Feed's mission and work.
- Ensure efficient data system management to track and serve constituents.

Management of Philanthropy and Resource Development

- Provide strategic leadership for all resource development activities, including fundraising, donor relations, planned giving, and grant management.

- Develop and oversee the annual operating budget and Board-Approved Fund Development Plan.
- Cultivate and strengthen relationships with individual donors, major donors, corporate partners, and foundations, ensuring engagement and long-term support aligned with Teen Feed's mission.
- Oversee grant writing and reporting, ensuring alignment with funder priorities and timely submissions.
- Plan and execute fundraising events and campaigns, leveraging support from staff, volunteers, and the Board.
- Guide the Board and staff in portfolio management to optimize donor relationships and fundraising outcomes.
- Foster a culture of philanthropy within the organization and engage the Teen Feed community in resource development efforts.
- Build and strengthen business alliances and corporate partnerships to expand organizational support.
- Monitor expenditures and income to ensure financial goals are met, maintaining visibility of key financial indicators for the Board of Directors.

Management of Programs

- Provide leadership and direction for Teen Feed's programs, ensuring they meet the needs of homeless youth and align with organizational goals.
- Ensure program quality and consistency with organizational goals through ongoing evaluation of programs and services.
- Work with the Board and staff to develop appropriate policies.
- Monitor program activity to ensure contractual compliance, including budgets, data collection, and report submissions.
- Nurture relationships and manage site contracts for community meal sites in concert with the Operations Director and Administrative Director.
- Organize and oversee relationships with external community partners in collaboration with the Teen Feed Board.
- Actively engage in community advocacy efforts to advance the mission of Teen Feed.

Qualifications

Education and Experience

- Bachelor's degree required; master's degree in management, business administration, or a related field preferred.
- At least 7–10 years of leadership experience in a nonprofit or mission-driven organization.
- Proven track record in program management, fundraising, and staff supervision.

Skills and Competencies

- Strong leadership and interpersonal skills, with the ability to motivate and inspire others.
- Excellent strategic thinking and problem-solving abilities.
- Expertise in financial management, including budgeting and forecasting.
- Exceptional communication skills, both written and verbal.
- Ability to manage multiple priorities in a fast-paced environment.
- Commitment to the nonprofit's mission and values.

Additional Skills

- Minimum of six years experience in nonprofit administration or management.
- Nonprofit experience working closely with Boards of Directors.
- Strong nonprofit accounting and financial reporting skills
- Strong computer skills, including Salesforce, Google Suite, and Excel.
- Comfort with AI and evolving CRM technologies
- A robust sense of humor.
- Embrace collaboration and working together in a diverse team.
- Commitment to equity and undoing institutional racism.
- Bilingual, multilingual, and non-traditional candidates are desirable, not required.

Job Requirements

- Valid Washington State Driver's license.
- Ability to pass Washington State Background Check.
- Ability to obtain Washington State Food Worker card.
- Ability to sit/stand as needed, ability to stand/walk/carry for 4+ hours frequently.
- Stairs required; ability to carry items up and down stairs.
- Ability to work periodic evenings, weekends, and holidays in person.

Personal Attributes

- Collaborative and team-oriented leadership style.
- High level of integrity and accountability.
- Adaptable, flexible, and open to feedback.

To apply:

At Teen Feed, we believe *relationship is the intervention*. Be part of the floor that holds youth up and lead with empathy, allyship, and action. If you're a qualified leader driven to make meaningful change, we invite you to apply for this impactful opportunity.

Please go to <https://teenfeed.org/careers/> to submit Executive Director application with resume + cover letter attached. Direct questions to recruitment@teenfeed.org

TEEN FEED IS A 501c3 EQUAL OPPORTUNITY EMPLOYER EIN 94-3034862
www.teenfeed.org