

Executive Director Job Description

Organization: Elevations – A Children’s Therapy Resource Foundation

Location: Spokane, WA

Reports to: Board President

Status: Full-Time, Exempt

Start Date: Flexible between October 1, 2025 and January 2, 2026

Organizational Overview

Elevations is a nonprofit organization based in Spokane, WA, dedicated to helping children with special needs reach their full potential. Our mission is to fund therapies, equipment, and services that elevate the lives of children regardless of financial circumstance. Guided by a passionate all-volunteer board and empowered by a dynamic leadership structure, Elevations relies on visionary staff and committed volunteers to achieve growth and community impact.

Position Summary

The **Executive Director (ED)** is the chief executive leader of Elevations, responsible for overall strategic and operational execution aligned with the board-approved vision and mission. The ED manages fundraising, programs, communications, operations, financial planning, and compliance. This role requires exceptional leadership, strategic thinking, relationship-building, and the ability to inspire diverse stakeholders.

The ED works closely with and reports directly to the Board President, and is accountable to the Executive Committee and the Board of Directors.

Core Responsibilities

Mission, Programs, & Strategic Leadership

- Ensure Elevations meets its core mission, goals, and financial objectives.
- Drive excellence across all programs and services through evaluation and continuous improvement.
- Communicate program success and impact to the Board and stakeholders.
- Provide leadership in the implementation and execution of the board-approved strategic plan.

- Serve as the primary spokesperson for Elevations alongside the Board President.

Fund Development & Communications

- Lead and implement a robust, diversified fundraising strategy, including:
 - Major gifts, corporate sponsorships, planned giving, capital campaigns, and grants.
 - Donor acquisition, retention, and stewardship programs.
- Build and nurture transformational donor and philanthropic relationships.
- Oversee development and execution of a strategic marketing and communications plan.
- Ensure brand consistency and effective messaging across digital platforms, press, print, and community outreach.
- Represent Elevations in media, public events, and community partnerships to advance visibility and support.

Board & Volunteer Engagement

- Cultivate a strong, engaged Board of Directors and partner with the Board President on governance and strategic direction.
- Participate in all Board and Committee meetings, including Fundraising, Executive, and Development Committees.
- Support recruitment and onboarding of new board and committee members.
- Develop strategies to grow and sustain a strong volunteer base and high-functioning volunteer teams.

Operations & Team Leadership

- Lead, manage, and develop staff and volunteers to foster a high-performing, mission-driven culture.
- Build a collaborative and inclusive workplace that emphasizes transparency, creativity, and accountability.
- Establish workflow systems, reporting structures, and clear communication protocols.
- Maintain an inventory of digital and physical assets; ensure secure data and system backups (HIPAA-compliant).
- Develop a succession plan for all key staff and operations.

Finance, Compliance & Risk Management

- Work with the Board Treasurer to develop and manage the annual operating budget.

- Ensure accurate, timely financial reporting and responsible fiscal stewardship.
 - Oversee bookkeeping, financial systems (QuickBooks), and vendor relationships.
 - Ensure compliance with all local, state, and federal regulations.
 - Develop and maintain a risk management plan and digital security protocols.
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Qualifications

- Bachelor's degree in nonprofit management, fundraising, marketing, business, or related field (Master's preferred).
 - 5 years nonprofit leadership experience, including 2+ years in an executive-level role.
 - Proven success in leading and growing high volume fundraising strategies, including major gifts and campaigns.
 - Experience managing teams, volunteers, and boards in a nonprofit setting.
 - Knowledge of community engagement, grant development, and donor stewardship best practices.
 - Exceptional communication, public speaking, and storytelling skills.
 - Demonstrated experience with CRM systems, Microsoft Office, QuickBooks, and digital communication tools.
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Compensation & Benefits

- **Salary:** \$80,000 - \$100,000 annually (DOE), paid semi-monthly.
 - **Benefits:**
 - **Mileage Stipend:** \$250/month for business-related travel.
 - **Paid Vacation:** Two weeks annually.
 - **Paid Holidays:** Includes major federal holidays.
 - **Sick Leave:** Accrued at 1 hour per 40 hours worked.
 - **Company Cell Phone** provided.
 - **Monthly HSA Contribution:** \$300/month.
 - **Travel Reimbursements** per company policy.
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Accountability & Reporting

- Submit a weekly written report to the Board President highlighting:
 - Mission progress, challenges, support needs, and weekly priorities.
- Meet monthly 1:1 with the Board President to discuss strategic goals and operations.

- Track and submit monthly mileage and activity logs.
- Maintain clear, accessible operational and administrative documentation to support continuity and succession.

Equal Opportunity

Elevations is an equal opportunity employer and is committed to creating a diverse, inclusive environment for all employees and applicants. We welcome all individuals regardless of race, religion, gender identity, sexual orientation, age, or disability.

Application Process

We will be accepting applications from August 1, 2025 through August 31, 2025. Qualified applicants are encouraged to apply by sending resumes to employment@elevationsspokane.org. All applicants must be available for in person interviews during the month of September. Any questions should be emailed to the address above.