



# Executive Director

## Position Profile



Peace Community Center is seeking an Executive Director to lead the organization to its next level of success. PCC is located in Tacoma, WA and mentors children from elementary through post-secondary to gain access to educational opportunities to reach their full potential.

## THE ORGANIZATION

Peace Community Center has embarked on a search for an innovative and skilled leader and role model for the staff and scholars who benefit from its programs. The Center was borne from the vision of members of Peace Lutheran Church to serve Tacoma's Hilltop Neighborhood. The Hilltop is widely diverse from an ethnic, social and economic point of view. As the Center has grown over the past eighteen years, the partnership with the church has matured and is very positive.

The Center is a stand-alone 501(c)3 organization with an active thirteen member board of directors, thirteen full-time staff, and three part-time staff. Its annual budget is approximately \$1.3 million. The Center recently completed a highly successful capital campaign to expand its program facilities. For more information visit <http://www.peacecommunitycenter.org>.



### MISSION

Rooted in faith and the Hilltop neighborhood, Peace Community Center believes education is an integral part of a strong community. We support and encourage youth historically underrepresented in college to cultivate their academic and leadership talents so that they can gain full access to educational opportunities and reach their full potential.

### VISION

We envision a vibrant community of hope, where youth become life-long learners who act with compassion and confidence, using their diverse gifts for positive change.

"Being at Peace makes me feel like I have a purpose and am going somewhere." - Hilltop Scholar Student



## COMMUNITY PARTNERS

Peace Lutheran Church

Tacoma Public Schools

Vibrant Schools, Tacoma  
Coalition

Trinity Presbyterian Church

Lutheran Services in America

Foundation for Tacoma Students

Stand for Children

Tacoma Housing Authority

Write@253

Pacific Lutheran University

University of Washington  
Tacoma

University of Puget Sound

Tacoma Community College





# History & Programs

Peace Community Center believes a solid educational foundation is important for long-term success. Programs throughout the different age groups provide the children within the Hilltop area this opportunity.

## **Elementary—McCarver Scholars**

Students enter the program during the summer before 2nd grade. The goal for elementary programming is to make sure every scholar is reading at grade level and is prepared for middle school. McCarver Scholars attend after-school programs four days a week from September through May. Students come together to work on academics, character strengths, and participate in enrichment activities.

## **Middle School—Hilltop Scholars**

When scholars enter middle school they transition from McCarver Scholars to Hilltop Scholars. The goal of the middle school phase of Hilltop Scholars is to help every scholar prepare to take college-track classes in high school. Students attend Summer Academy for 5 weeks to make sure they don't fall behind. Throughout the year, tutors and academic coaches help scholars with goals and time management, skills. They connect with parents and teachers to help ensure success.

## **High School**

When Hilltop Scholars enter high school, programming is no longer held at schools but is located at Peace Community Center, a centralized location where scholars from a variety of Tacoma high schools attend structured tutoring and one-on-one instruction after school. The goal of the high school phase of Hilltop Scholars is to help every scholar graduate from high school prepared to succeed in a post secondary setting.

## **College and Career**

Support doesn't end once scholars graduate from high school. As scholars head into adulthood, Peace continues to support them through the often rocky transition from high school to post-secondary education. The goal is to help these young people achieve long-term success.

## **HISTORY OF PEACE COMMUNITY CENTER**

### **2001—2002**

Peace Community Center opened Camp Peace, a summer day camp for elementary kids living in the Hilltop neighborhood.

### **2003—2004**

Hilltop Scholars was born, originally as an after-school drop-in tutoring program for high school students.

### **2010—2011**

Post-secondary support began for students that have graduated from high school.

### **2011—2012**

Middle School phase was created with the first group of 6th grade students attending Jason Lee Middle School.

### **2013—2014**

Redesigned elementary program began at McCarver Elementary four days/week.

### **2018—2019**

Successfully completed capital campaign to expand facilities.



# PEACE COMMUNITY CENTER'S

## Strengths, Challenges & Opportunities



### Strengths:

- Historical success in building partnerships and collaborations that benefit the students served by Peace Community Center
- Long term strong partnership with Peace Lutheran Church sharing its commitment to the Hilltop Community
- Very strong, positive reputation throughout the community
- Commitment to serving students beginning in elementary school and carrying that commitment through to postsecondary and beyond
- Leadership commitment to racial equity



### Initial (12-18 months) Focus for the ED

- Building strong working relationships with the PCC Board and Staff and the leadership and staff of Peace Lutheran Church
- Reaching out into the community to build relationships and learn the history, challenges and opportunities facing Peace Community Center in providing its services as the community changes
- Becoming conversant with PCC programs
- Ensuring that internal systems of finance, HR, IT and program development and management continue to support the growth of PCC



### Longer Term Challenges & Opportunities

- Gentrification of the Hilltop Community is beginning to spread students beyond the original targeted schools challenging the current service delivery model. New approaches may be necessary in the long term.
- Strengthening the stewardship of donors and volunteers to recognize and retain them for the long-term
- Strengthening the focus on program outcomes and longitudinal studies to improve programs and attract additional funding
- Continuing to focus on building a community that values and practices diversity, equity and inclusion at all times

# THE POSITION

## AUTHORITY AND REPORTING

Reporting to and working closely with the Board of Directors, the Executive Director is responsible for carrying out the strategic direction of Peace Community Center. The ED is the chief spokesperson with a strong focus on advocacy, communications, and relationship building. The ED has ultimate responsibility for day to day management and administration, finance and operations, community and partner relations, and grant and philanthropy development within the policies established by the Board of Directors.

## WORKING RELATIONSHIPS

The Executive Director is expected to interact with the following on a regular basis. Teamwork and a professional public presence are essential.

- PCC Officers and Executive Committee
- PCC Board of Directors members
- PCC Staff at all levels
- Peace Lutheran Church leadership and congregation
- Current and future donors
- Program participants
- Hilltop community leaders
- City and County elected leaders and staff
- Media
- Business and community leaders
- Volunteer and staff leaders in collaborative or partner programs

## COMPENSATION & BENEFITS

An excellent compensation and benefit package will be provided for the right candidate with the right skills, background and track record.

## MINIMUM QUALIFICATIONS

BA required. Five to seven years of progressive management and leadership success in a nonprofit organization. Experience taking an organization through change and growth. Strong business acumen in internal systems. Measureable success in addressing racial equity and anti-racism.



# CANDIDATE REQUIREMENTS

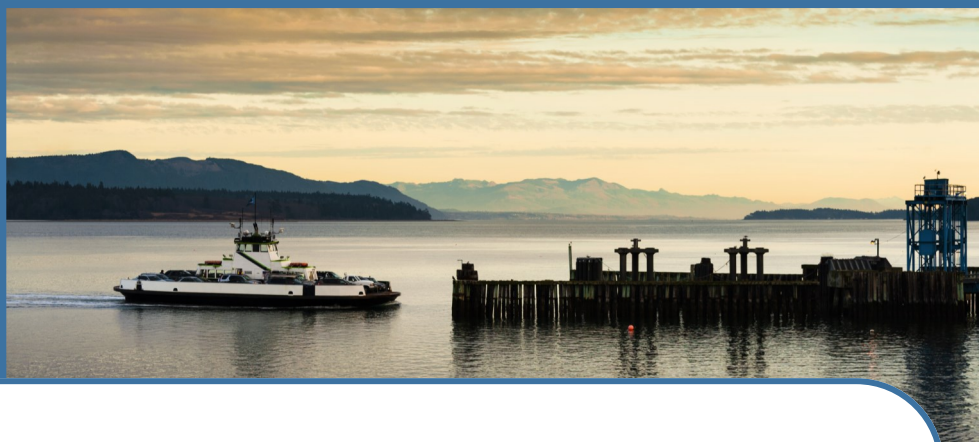
## The ideal candidate will possess the following personal and professional attributes:

- Commitment to diversity, equity and inclusion
- Highest integrity
- Servant Leader
- Passionate about the mission
- Transparent and genuine
- Visionary
- Relational
- Excellent writing skills
- Excellent listener
- Effective verbal communicator
- Collaborative
- Willing to mentor others
- Willing to ask for help when needed
- Healthy sense of humor
- Joyful
- Able to motivate others

## The ideal candidate will exhibit the following behavioral and professional competencies:

- **Accountability** – Follows up and holds employees accountable for completion of assigned work
- **Coaching Effectiveness** – Instructs others so they learn and develop skills needed to achieve objectives
- **Delegating** – Thinks and plans to assign workload to employees proactively rather than reactively
- **Goal Setting** – Establishes and achieves challenging goals through ambition and execution skills
- **Leadership Effectiveness** – Achieves with distinction, perseveres despite resistance, and influences others
- **Managing Relationships** – Establishes effective working relationships; willingly and skillfully manages conflicts
- **Problem Solving** – Assesses situations and envisions solutions which meet the organization's unique needs
- **Relationship Building** – Displays strong human relationship building and interpersonal abilities; builds strong rapport with others that results in collaboration and trust
- **Self-Awareness** – Displays self-knowledge of strengths and needs to identify resources where there are gaps
- **Strategic Thinking** – Develops broad, long-ranged objectives and plans that meet contingencies
- **Resiliency** – Reacts to stress in a balanced manner as needed to sustain performance levels
- **Supervising** – Marshals resources to get things done effectively and efficiently
- **Time Management** – Effectively uses time so priority issues receive appropriate focus and effort





## LIVING & WORKING IN TACOMA, WA

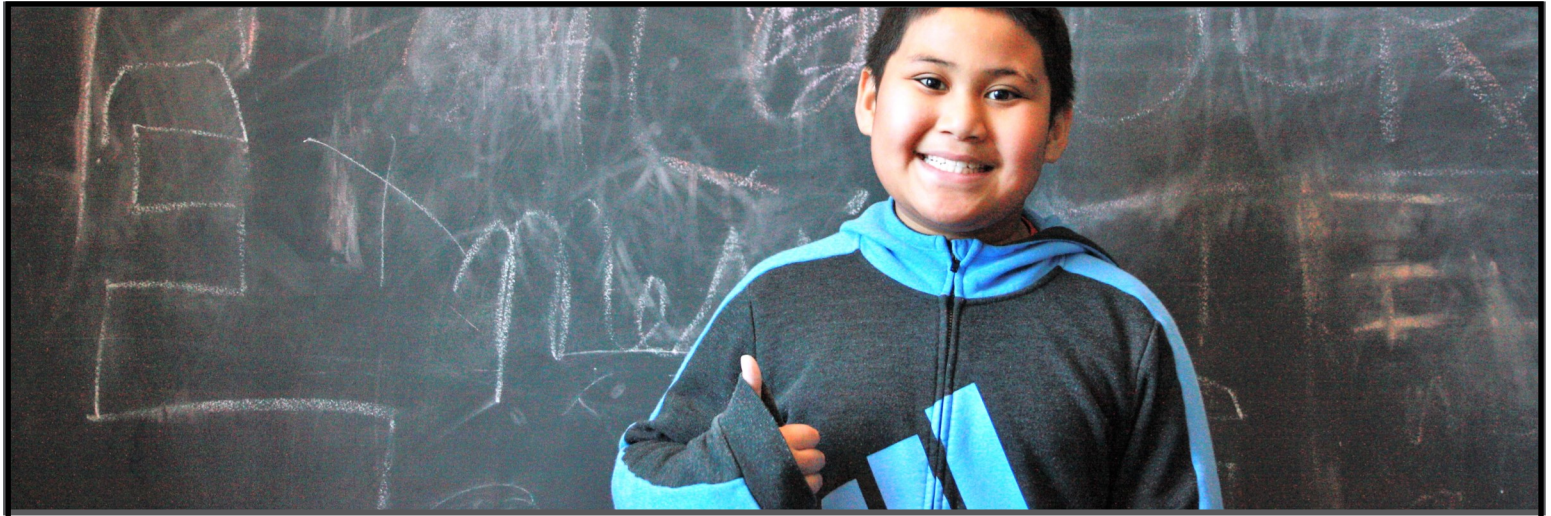
Peace Community Center is located in beautiful Tacoma, WA. Surrounded by mountains and water, the Pacific Northwest features picture-perfect views and abundant recreational opportunities year-round. Attracting families to its charming neighborhoods with big city amenities, true urbanites are drawn to downtown Tacoma for its living spaces with sweeping mountain, city and water views. Environmentally progressive, tech-savvy, artistic, festive and surrounded by water and stunning mountain views, this unique, vibrant and personality-rich city will delight each of your senses.

Tacoma and the Pierce County area is a great place to live, visit and do business. The area is home to a diverse population of nearly 800,000 people. Whether you're looking for economic opportunity, cultural events or educational excellence, you'll find it—and much more—in Tacoma.

The city is also home to nationally known educational institutions such as the University of Washington Tacoma, the University of Puget Sound, Evergreen State College Tacoma campus, local community and technical colleges, and nearby Pacific Lutheran University. Many globally-recognized organizations are headquartered or have major facilities in the Northwest including: Boeing, Microsoft, Google, Amazon, Facebook, State Farm Insurance, BNY Mellon, Columbia Bank, Key Bank and many others. The entire Tacoma waterfront and Point Defiance Zoo and Aquarium are undeniably highlights to individuals and families living or visiting the area. Just a short drive to Seattle will allow you to root on national sports teams such as the Seattle Seahawks, Seattle Mariners Baseball Club, Sounders FC, Seattle Storm WNBA and the Thunderbirds hockey team.

Although the Pacific Northwest is known for its rain, Tacoma actually is far from one of the wettest cities in the United States. Rain jokes aside, Tacoma boasts gorgeous mid-70 to 80 degree summers. Mild winters occasionally see a few days of snow. Within about 45 minutes you can reach the perfect destination for snow and water sports, plus golf, hiking and camping.

For more information on living in Tacoma go to [www.cityoftacoma.org](http://www.cityoftacoma.org).



## APPLICATION AND SELECTION PROCESS

Applications that are received **by 5:00 p.m. on Monday, April 29, 2019** are assured full consideration. It is anticipated that final candidate interviews will be held the week of June 17, 2019.

To apply or view the current status of the position go to:

<http://www.hagelsearch.com/pcc>

All submissions will be acknowledged and will be held in strict confidence.

Finalists for the position will be required to participate in a behavioral and critical thinking assessment. These assessments, delivered in two separate sessions, are web-based, take about 45 minutes each, and help match the candidate's traits with the desired traits detailed above. All results are held strictly confidential. Finalists for the position will be required to undergo a formal background check.



For further information please contact: Frank Hagel (253) 572-2439 x304 or Marcia Walker (253) 572-2439 x310. Or email: [frank@hagel.net](mailto:frank@hagel.net) or [marcia@hagel.net](mailto:marcia@hagel.net).

DO NOT submit your application to these email addresses.

Peace Community Center is committed to becoming an anti-racist, multicultural organization. We do not discriminate on the basis of race, religion, sex, gender identity or expression, sexual orientation, age, immigration status, national origin, disability, veteran status, or any other characteristic protected by law.