



**RICHMOND BEACH  
COMMUNITY ASSOCIATION**

**P. O. Box 60186 – Richmond Beach, WA 98160-0186**

**[www.richmondbeachwa.org](http://www.richmondbeachwa.org)**

## **Executive Director Recruitment Announcement**

### **About Richmond Beach Community Association**

Richmond Beach Community Association (RBCA) is a Century Corporation having been incorporated for over 100 years. A non-profit 501(c)(4) organization, the Association remains a vital force in maintaining the neighborhood's quality of life by bringing neighbors together at events, keeping them informed and facilitating neighborhood enhancements. Since inception, the organization has been instrumental in the progress of Richmond Beach from a farming and residential area on the Puget Sound shoreline to a diverse neighborhood in the City of Shoreline.

Key goals of the RBCA:

1. Keep residents aware and informed of issues by providing forums that create the opportunity for residents to form and express ideas, opinions, and needs.
2. Promote and produce social events and projects that generate a sense of neighborhood and enjoyment among residents.
3. Nurture engagement among the Richmond Beach community, the City of Shoreline and surrounding communities.

More information about the RBCA, the governing board and events can be found at [richmondbeachwa.org](http://richmondbeachwa.org).

### **About the Position**

Acting as the primary spokesperson and point of contact for RBCA, the Executive Director develops and executes a multi-faceted strategic plan with community members, businesses, other Shoreline neighborhood associations and the City of Shoreline. The Executive Director plans and executes community-centric events through the engagement of volunteers and by obtaining financial sponsorships. This position advises the Board of Directors on matters of organizational messaging, policy, and action.

Additional responsibilities include:

- Supervises production of and contributes content to The Richmond Beach Community News newspaper.
- Aligns all communication methodologies (website, newspaper, e-newsletter, Facebook and Nextdoor posts) to optimize message and effectiveness.

- Plans, directs and oversees the Strawberry Festival, the Halloween Carnival and the Turkey Day Fun Run.
- Provides oversight to volunteer-run programs such as Garage Sale, Garden Tour, National Night Out, Sandcastle Contest, etc.
- Manages Board activities.

## **The Ideal Candidate**

For this critical role RBCA seeks an experienced leader who has demonstrated success in the following areas:

- Creating innovative communications plans and strategies for engagement.
- Partnering/collaborating with key community stakeholders.
- Building and strengthening relationships with a high-functioning volunteer team.
- Communicating effectively in writing and verbally.
- Planning and managing community events.
- Fundraising strategies and donor relations.
- Solving problems using creativity, fresh ideas, and a progressive approach.
- Recruiting and maintaining a network of volunteers.
- Working with a Board of Directors.
- Utilizing technology in areas such as newspaper, e-news, communications, social media, and programs such as Word, Excel, Dropbox, and Google Docs.

This part-time position is an independent contractor for the RBCA. The candidate sets their hours to efficiently meet all obligations. The earnings range is \$18,000 - \$20,000 annually dependent upon experience and qualifications.

## **Application Process**

Persons interested in this position are asked to submit a cover letter outlining how your experience and qualifications match those bulleted above and a current resume to Chris Beck at [boardmember2@richmondbeachwa.org](mailto:boardmember2@richmondbeachwa.org). The position will remain open until filled with the first review of applicants taking place on November 4, 2018.

Richmond Beach Community Association prohibits discrimination based on race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any other legally protected status. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.