



Position Summary

The Women & Family Life Center (WFLC) seeks a visionary and strategic **Executive Director** to serve as its chief executive and public ambassador. Reporting directly to the Board of Directors, the Executive Director is responsible for advancing WFLC's mission to empower women, families, and youth through community connection, advocacy, and the development of lifelong skills.

This key leadership role requires strategic oversight of all facets of the organization, including program development, fundraising, financial management, and community partnerships. The Executive Director will lead and mentor a team of five dedicated staff members, fostering a collaborative and mission-driven culture.

The ideal candidate will be a dynamic communicator, experienced nonprofit leader, and passionate advocate for equity and empowerment. As WFLC enters its next phase of growth, the Executive Director will play a central role in shaping the future of the organization, ensuring long-term sustainability, expanding community impact, and building strong relationships with donors, partners, and constituents.

<https://womenandfamilylife.org/>

About the Women & Family Life Center

The Women & Family Life Center is a trusted lifeline for individuals and families navigating life's many challenges — from divorce or financial challenges to career changes and personal growth. Rooted in compassion and community, the WFLC offers free, confidential programs that empower people to find stability, build confidence, and create pathways toward a stronger future.

What makes the WFLC exceptional isn't just what we do — it's *how* we do it. We meet every person where they are, without judgment, and help them move forward with dignity and strength. Guided by collaboration, integrity, and empathy, our small but mighty team make a lasting impact by supporting women and families when they need it most.

As we look toward the future, the Center continues to grow and evolve to meet the changing needs of our community. We're expanding youth programming to meet young people where they are — nurturing their curiosity, creativity, and potential. Through our growing initiatives, in-house programs, and partnerships with local agencies, we remain committed to creating opportunities that uplift and empower the Shoreline community.

Key Responsibilities

- **Leadership & Strategy:** Provide vision and strategic direction, partnering with the Board to set goals and ensure the mission is advanced through effective programs and operations.



SUPPORT • EMPOWER • GROW

- **Fundraising & Development:** Oversee development efforts, including grants, major gifts, and events. Cultivate donor relationships and ensure diverse and sustainable revenue streams.
- **Financial Management:** Develop and manage the budget, ensure sound financial controls, and maintain transparent reporting to the Board, funders, and stakeholders.
- **Operations & Staff Leadership:** Supervise and support staff, contractors, and volunteers; foster a positive workplace culture; ensure efficient systems and policies are in place.
- **Community Engagement:** Represent the Center publicly, build partnerships with community leaders, funders, and organizations, and serve as the primary media contact.

Qualifications

- Bachelor's degree and at least 5 years of nonprofit leadership or related experience (or equivalent).
- Proven success in fundraising, including cultivating and soliciting major donors.
- Strong skills in financial management, budgeting, and strategic planning.
- Demonstrated ability to lead teams, manage staff, and foster a healthy organizational culture.
- Excellent communication and relationship-building skills across diverse populations.
- Passion for supporting women and families.

Working Conditions

- Primarily office-based with some off-site meetings and events.
- Regular evening and weekend availability required.

Compensation

Competitive salary commensurate with experience, with benefits package.

To Apply

Interested candidates should submit a résumé and cover letter to applications@womenandfamilylife.org

Applications will be reviewed on a rolling basis until the position is filled.