



INTERNAL/EXTERNAL  
NOTICE OF OPEN POSITION  
REGULAR/FULL TIME

**POSITION: Chief Executive Officer #1404**

**START DATE:** Fall of 2017

**Job Summary:**

Columbia Industries seeks an accomplished, strategic, passionate and collaborative leader with a business minded outlook to effectively and efficiently manage resources to provide maximum impact and support to the organization's mission. This position leads a team committed to serving our clients and customers with excellence.

**About the Organization:**

Columbia Industries is a Washington State nonprofit organization founded in 1953. Columbia Industries provides skills development for job placements and recreational experiences to individuals with disabilities or barriers to employment. Columbia Industries operates within Benton and Franklin Counties, in Washington. Columbia Industries mission is supported through government grants, business operations and fundraising. CI Support, LLC is a wholly owned subsidiary of Columbia Industries and operates a number of business lines to provide financial resources for support of the mission and vision of Columbia Industries. Columbia Industries annual revenue is approximately \$5.0 million.

In summary, Columbia Industries provides workforce training, job placement assistance, socialization and advocacy for individuals with disabilities or barriers to employment who constitute our clients and participants.

**Duties:**

- Report to and work closely with Board of Directors.
- Manage Board and Board Committee meetings.
- Lead, supervise, coach and collaborate with the staff of the organization.
- Perform updates to the strategic plan and facilitate implementation.
- Complete strategic program and business planning to identify new or expanded markets.
- Ensure existence of effective systems to evaluate programs, services and costs.
- Establish employment and administrative policies for operations of the organization.
- Plan, develop, operate and control the annual budget.
- Review and approve contracts for acquisitions and services.

- Oversee marketing and other communication efforts.
- Serve as primary spokesperson to customers, constituents, media and general public.
- Establish and maintain relationships with organizations throughout the community and state.

### **Qualifications:**

- Past success working with a Board of Directors.
- A self starter who practices transparent and high integrity leadership.
- Ability to develop and maintain strategic plans and policies.
- Passionate about the mission with ability to convey vision to Board, staff, customers, constituents and donors
- Strong interpersonal skills, with demonstrated compassion and sensitivity.
- Demonstrated understanding and valuing of diversity
- Demonstrated ability to supervise and collaborate with staff.
- Management skills including planning, delegating, program development and facilitation.
- Commitment to quality operations through data driven program and business evaluation.
- Strong financial acumen and solid hands on budget management skills including preparation, analysis and reporting.
- Strong marketing, public relations and fundraising experience.
- Ability to negotiate contracts for services and acquisitions of new businesses.
- Skilled with written and oral communications.
- Ability to interface and engage with members of the community and external organizations.
- Appreciation and understanding of interactions with government agencies.

### **Required Experience:**

- Bachelor's degree from an accredited college in the social sciences, education or business.
- Advanced degree preferred.
- 10+ years in senior leadership or management.
- 5+ years of supervisory experience.
- An understanding of nonprofit operations.
- Track record managing and building budgets, programs or businesses.

### **Desired Experience:**

- Familiarity with the needs of individuals with disabilities and other barriers to employment.
- Knowledge of state or federal government funded programs.
- Knowledge of fundraising and grant writing.
- Understanding of contracts, sales and marketing instruments and strategies.
- Design and delivery of an advocacy campaign.

### **Competencies:**

- A strategic thinker.
- Positive relationship builder.
- A collaborative decision maker.

- A business oriented achiever, who is both adaptable and agile.
- An effective communicator.
- A change leader.
- An inspiring motivator
- Creative

**Work Schedule:**

The Columbia Industries office is open Monday thru Friday 8:00 to 4:30. This position is expected to work additional hours, including occasional evening or weekend hours, as needed.

**Pay:**

Dependent on qualifications.

**Other:**

Full-Time benefited position.

**Application Process:**

Submit cover letter, resume, portfolio samples and completed application to:

Director of Human Resources  
Columbia Industries  
P.O. Box 7346  
Kennewick, WA. 99336

**Or**

Email: [mariel@columbiaindustries.com](mailto:mariel@columbiaindustries.com)

Application may be printed from our website at [www.columbiaindustries.com](http://www.columbiaindustries.com) or picked up at our office at 900 S. Dayton, Kennewick, Washington. AA/EEO Employer. Job#1404

**Closing Date: August 30, 2017**