



Generational Care

Connecting Health, Home and Heart

EXECUTIVE DIRECTOR

To preserve and enhance the quality of life for every generation with dignity and care.
"It is not about us; It is about the people we serve."

SUPERVISOR

Generational Care, Board of Directors

CLASSIFICATION

Full Time - Exempt

STARTING SALARY RANGE

\$140,000.00 - \$180,000.00 Annually
DOQ/DOE

LOCATION

In Office: Richland, WA

BENEFITS

- Medical, Dental, Vision Insurance
- HRA with Generous Company Reimbursement
- 12 Paid Vacation Days
- Paid Sick Leave
- 11 Paid Holidays
- 401 (k) with Company Match
- Employee Assistance Program (EAP)
- Public Loan Forgiveness (PSLF) Eligible Employer
- Same Day Pay Available/Tap Check Services
- 8 Paid "Floating Time Off" Hours
- 8 Paid "Employee Appreciation Day" Hours
- Company Car for commuting and business use only

ORGANIZATIONAL OVERVIEW

Generational Care is a nonprofit organization dedicated to enhancing the quality of life for individuals in their homes with dignity and compassionate care. Through its key programs, Home Care Services, Mid-Columbia Meals on Wheels, and Healthy Ages, Generational Care provides essential services such as in-home support for seniors, nutrition assistance, meal delivery to those in need, and healthy aging education. With a commitment to preserving independence and promoting well-being, the organization plays a vital role in serving the community and ensuring that older adults can age gracefully in the comfort of their own homes.

POSITION SUMMARY

The Executive Director provides strategic, operational, and financial leadership for Generational Care and serves as the primary liaison between the Board of Directors, leadership team, and community stakeholders.

This role requires a strong servant leadership-focused professional who demonstrates unwavering commitment to Generational Care's mission. This role is about listening, learning, and leading alongside an experienced and dedicated leadership team.

LEADERSHIP PHILOSOPHY (WHAT WE ARE LOOKING FOR)

This role requires a leader who can step into an established organization, respect its history, and thoughtfully guide its future.

We are intentionally seeking a leader who:

- Provides an outstanding model to staff by leading strongly and humbly
- Seeks to understand before making decisions
- Builds a strong team at ground level, rather than directing from the top down
- Creates alignment by engaging voices across the organization
- Leads with care, integrity, and transparency

The ideal candidate is a servant leader who:

- Leads with humility, curiosity, and trust
- Utilizes the knowledge and experience of the team
- Focuses on strengthening and growing programs
- Excels in driving a healthy organizational culture
- Is passionate about serving Generational Care clients with excellence



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ESSENTIAL FUNCTIONS

Organizational Leadership

- Provide strategic direction aligned with the mission, values, and long-term sustainability of Generational Care
- Ensure alignment across all programs and departments
- Foster a culture of professionalism, collaboration, and positive staff engagement
- Support and empower the Directors Team to lead their respective areas effectively
- Ability to travel regularly throughout the service area

Community & Stakeholder Engagement

- Build and maintain strong relationships with community partners, donors, and stakeholders
- Represent Generational Care with integrity and authenticity
- Strengthen community presence through intentional partnerships and engagement

Philanthropy & Community Partnerships

- Build and maintain strong relationships with donors, sponsors, and community partners
- Support funding efforts through relationship-building, visibility, and strategic involvement
- Supports efforts developed by the philanthropy team
- Represent the organization in donor and community settings to help secure and sustain funding

Financial & Operational Oversight

- Maintain strong financial stewardship and budget oversight
- Identify opportunities for financial sustainability and growth
- Ensure operational efficiency, accountability, and performance outcomes
- Support development of policies, procedures, and systems that strengthen the organization
- Ensure compliance with all federal, state, and local regulations
- Identify and mitigate organizational risks
- Maintain accountability in governance, operations, and reporting

Performance & Accountability

- Maintain financial stability and operate within approved budget
- Support achievement of key organizational metrics (e.g., service delivery targets, staffing stability, and program outcomes)
- Ensure alignment between Board priorities and operational execution
- Maintain a positive and stable organizational culture

Team & Culture Development

- Mentor and support a high-performing leadership team
- Promote a culture of trust, accountability, and open communication
- Listen and actively engage with staff, leadership, and Board to understand strengths, gaps, and opportunities
- Build an environment where employees feel valued, heard, and supported
- Gathers input from leadership and stakeholders, then makes timely and informed decisions
- Maintain a collaborative and compliant working relationship within a unionized environment
- Support effective labor relations and adherence to collective bargaining agreements

Board Partnership

- Serve as the primary liaison to the Board of Directors
- Cultivate strong, transparent relationships with Board members
- Provide clear communication, updates, and recommendations
- Align organizational direction with Board governance and priorities
- Ensure development and presentation of the annual budget for Board approval

Program Quality & Growth

- Ensure high-quality, mission-driven programs
- Support teams in using data to assess performance and improve outcomes
- Address program challenges thoughtfully and collaboratively



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SKILLS AND QUALIFICATIONS

- Strong written and verbal communication skills
- Relationship-driven leadership style
- Ability to build trust across all levels of an organization
- Strategic thinking with practical execution
- Emotional intelligence and sound judgment
- Ability to navigate complex situations calmly and thoughtfully

EDUCATION AND/OR EXPERIENCE

Required

- Bachelor's degree in administration, finance, leadership, or related field
- Minimum of 5 years of executive leadership experience
- Proven experience leading teams and managing organizational operations
- Strong financial and budget management experience
- Experience working with a Board of Directors

Preferred

- Master's degree in a related field
- Experience in nonprofit, human services, or healthcare related organizations
- Experience supporting or working alongside a philanthropy or development function

WORKING CONDITIONS

This position requires regular office work with active participation in events and community engagement activities. Physical demands may include prolonged sitting, standing, walking, and occasional lifting or carrying of materials up to 25 pounds. Evening or weekend work may be required for events.

CONTINGENCY OF EMPLOYMENT

- Acceptable background check and driving record
- Valid Washington State driver's license
- Proof of current vehicle insurance

APPLICATION PROCESS

Visit <https://www.GenCare.org/careers> to apply. A Generational Care application is required. Resumes will not be accepted in lieu of an official application but may be attached as supplemental information.

Open until filled. First consideration will be given to applications received by Monday, June 15, 2026 at 4:00 pm.

Home Care Services is a program of Generational Care, an SE WA ALTC COG, and Yakama Nation contractor Programs of Generational Care include Home Care Services, Mid-Columbia Meals on Wheels, and Healthy Ages Generational Care is an Equal Opportunity Employer.