



OUR MISSION:

*To Foster a Continuity of Voluntary and Professional Leadership
for the Nonprofit Sectors of the United States and Canada*

Pacific Hospital Preservation & Development Authority

Seattle, Washington

Position Profile:

Executive Director

About the [PHPDA](#)

The Pacific Hospital Preservation & Development Authority (“Pacific Hospital PDA” or “PHPDA”) champions effective health care for underserved communities in King County. In 1981, the City of Seattle chartered the Pacific Hospital PDA, placing in our trust the Pacific Hospital and its surrounding campus, a historic Seattle landmark on north Beacon Hill. The Pacific Hospital PDA leases its property to the State of Washington and Pacific Medical Centers and uses its revenue to support programs that help eliminate disparities in health care access and improve health outcomes. Since 2003, PHPDA has provided more than \$20 million in funding to a wide range of preventive, primary, behavioral, and specialty care services, as well as advocacy programs addressing health care inequality issues.

The mission of the PHPDA is to:

- 1) Support and provide funding for the provision of the best possible healthcare in the greater Puget Sound area in an effort to eliminate disparities in access to health resources and/or improve health outcomes, and
- 2) Enhance, develop, or facilitate development of the Authority’s property, which may include residential housing and related uses, to generate revenue in furtherance of the Authority’s healthcare-related purposes or to fulfill other public purposes as determined by the Authority.

The PHPDA’s primary strategy to accomplish this mission of eliminating barriers to health access is by making grants through its [Health Equity Fund](#). Grants are awarded to agencies that provide services and resources to a wide range of communities, with a particular emphasis on eliminating barriers to care based on racism, sexism, homophobia, transphobia, anti-immigrant bias, income inequality and other social inequities.

Among the innovative programs the PHPDA has supported in the past six years are:

- Planned Parenthood’s provision of long-acting reversible contraception for low income women;
- Asian Counseling and Referral Services’s integrated preventive, behavioral, and primary care services for Asian/Pacific Islanders;

- El Centro de la Raza's efforts to enroll Latinx immigrants into health care services;
- Seattle Children's Hospital's youth gender clinic, the first of its kind in the Pacific Northwest;
- Lutheran Community Services's Refugees Northwest Project that links persons seeking asylum with access to medical care and social services; and
- Real Escape from the Sex Trade (REST)'s provision of medical and behavioral care to women and men who have been victims of sex trafficking.

Why Work for the PHPDA?

You will help decrease disparities in access to health resources and improve the health outcomes of the Puget Sound's vulnerable populations, and increase the capability of the health care system by overseeing the [Health Equity Fund](#).

You will improve our long-term financial stability and grantmaking capacity while advancing both the value of the property and our benefit to the community, have a direct impact on health equity in the Seattle/King County area and ensure stewardship of our historic Pacific Tower campus by overseeing our [2019 – 2021 Strategic Plan](#).

You will lead a Public Development Authority with an annual operating budget of approximately \$7.3 million, supporting \$3.3 million in annual grantmaking and the operating expenses related to our Pacific Tower campus. The PHPDA operates within its 501(c)3 nonprofit organization status, the designated Seattle Municipal code, and Washington state laws and guidelines.

You will lead a hard-working, non-hierarchical staff of three that likes and trusts one another and likes to be engaged in decision-making: an Associate Director, Grants Manager and Office Coordinator. You will also direct legal, real estate, property management and other professional consultants who support the PHPDA in highly technical disciplines.

PHPDA Structure and Leadership

A 501(c)3 nonprofit organization, the PHPDA is governed by a Governing Council comprised of nine persons appointed by the Mayor of Seattle (four seats), the King County Executive (one seat) and the PHPDA Governing Council (four seats). All PHPDA Governing Council members are confirmed by the Seattle City Council. The Executive Director is supported by the PHPDA's Governing Council in developing and implementing its strategic plan.

The Position and Priorities

The Executive Director will inherit an organization with many strengths, including strong community connections, a stable revenue model and relatively strong financial position, and excellent internal processes. The PHPDA adopted a [strategic plan for 2019 – 2021](#) to guide its future activities. Within this context, the new Executive's priorities will include:

- Continuing and deepening PHPDA's mission to advance health equity.
- Addressing the expected vacancies of some office spaces when the PacMed lease expires in 2021. This project may include managing significant renovations in the future, changes needed to better comply with ADA standards, and protecting the historical nature of the structures.
- Ensuring that the new property development on what is currently the North Parking Lot stays on track and that an effective ongoing partnership exists with the project's developer.

- Being highly visible in the community and building trusting relationships with elected officials and other stakeholders as the voice of the PHPDA and as an advocate for health equity.
- Working with the Governing Council Chair to strengthen the Governing Council's vision, cohesiveness and engagement.

Experience, Skills and Attributes

The Executive Director personifies the mission of the Pacific Hospital Preservation & Development Authority. Reporting to the Board of Directors, the ideal candidate should bring extensive knowledge and/or experience of the healthcare system, demonstrated nonprofit leadership, experience working with the public sector (federal, state and local), and demonstrated understanding of asset and real estate management.

Ideal candidates for this position will be passionate both about PHPDA's mission and about the organizational leadership and management activities needed to achieve the mission. The Executive Director should have proven nonprofit and/or governmental management skills, including demonstrated experience building teams and empowering others. Essential qualifications for the position include:

- Bachelor's Degree required. A Master's Degree in Public Health, Public Administration, Business Administration or relevant field, or equivalent experience preferred.
- Proven track record of progressively responsible management or leadership experience in health care, nonprofit management, community development and or asset management, with preferred experiences in grantmaking and philanthropy. Demonstrated experience in strategic problem solving.
- Experience working with and supporting a board of directors. Executive experience leading in nonprofit or public sector preferred.
- Understanding of the issues in providing healthcare access to underserved communities, issues facing healthcare, systems redesign, and financing/reimbursement.
- Demonstrated experience to be able to manage the political relationships between the PHPDA and the City of Seattle, King County and Washington State, with consideration of the various Governing Council appointments made by these entities.
- Ability and experience to work with healthcare professionals, the Safety Net, governmental colleagues, and other nonprofit executive directors.
- Ability to lead and direct contractors in highly sophisticated technical areas such as legal affairs, real estate, and property management to manage the organization's complex leases, contracts, and grants.
- Demonstrated experience in asset and real estate management, including ability to work with development professionals and engage in development projects.
- Ability to build collaborative relationships with internal and external stakeholders.
- Experience managing complex local and state political connections and ability to apply such skills and connections in this local community.
- Exceptional oral and written communication, public speaking, and presentation skills.

Job Requirements

- Willing and able to travel for business within the PHPDA service area, using some combination of public transit, commercial transportation and/or private vehicle travel.
- If driving for PHPDA business, must have a valid driver's license, safe driving record and current vehicle insurance.
- Must be able to pass criminal background check.

Working Conditions

Work is performed typically in an office environment and a variety of settings among diverse stakeholders and audiences. A considerable amount of time will be spent in meetings, at a computer screen for extended periods, and at PHPDA events. Frequent use of phones and e-mail will be required to communicate with stakeholders. Frequently works outside normal working hours and will travel to work performed with other stakeholders in the community. Occasional travel out of town and out of state will be required.

Compensation

Salary: \$115,000-\$155,000 DOE plus medical and dental coverage, life and disability insurance, and employer contribution toward pension plan. Free parking or Orca card for public transportation. 36 days of paid time off in first year.

Application Process

To apply, interested candidates should e-mail their resume and cover letter to:

execsearchphpda@thirdsectorcompany.com

Only e-mail applications with a cover letter and resume will be accepted. Applications will be acknowledged and reviewed as they are received. **The priority deadline for applying is Friday, September 20**, and early submission is encouraged. Applications received after the deadline will be reviewed on a case by case basis. Interviews are expected to begin in early October.

The Pacific Hospital Preservation & Development Authority is an Equal Employment Opportunity (EEO) employer and values diversity and its role in building a more inclusive culture and, ultimately, a more capable organization. The PHPDA embraces diversity and equal opportunity in a serious way. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

The successful candidate may be required to pass a comprehensive civil, criminal, educational and/or credit background check.