



Washington

**EXECUTIVE DIRECTOR**

**\$125,000 - \$150,000**

*Plus Excellent Benefits*

*Apply by*

**February 2, 2025**

*(First Review. Open Until Filled)*

**PROTHMAN**



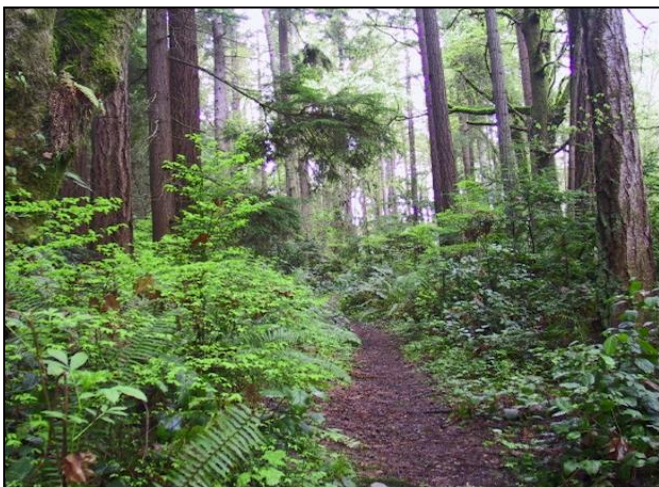
**THE COMMUNITY**



Vashon, Washington, a community located on Vashon and Maury Islands in Puget Sound between the cities of Seattle and Tacoma, is a picturesque blend of pastoral landscapes, small communities, and a small town center, all with a peaceful, natural beauty, spanning 13 miles in length and 8 miles at its widest point, with a total area of 37 square miles and 52 miles of shoreline. Home to nearly 12,000 residents, the island is mostly rurally zoned within unincorporated King County.

Point Robinson Park hosts a historic lighthouse and offers views of Mt. Rainier and occasional close-in whale watching, while Lisabeula Beach on the west side is perfect for sunsets and spotting osprey or eagles. Vashon is home to its own park district (the Vashon-Maury Island Park and Recreation District) which provides an array of activities, including hiking, beachcombing, bicycling, birding, kayaking, sailing, horseback riding, musical and movie events, and other activities for visitors and residents of all ages.

Access to the island is exclusively by ferry. Auto ferries connecting Vashon Island to West Seattle, Tacoma's Point Defiance, and Kitsap County's Southworth dock, with 20-minute crossings. The King County Water Taxi provides 25-minute passenger-only service to downtown Seattle. King County buses provide scheduled services on the island, while the County and Senior Center shuttles provide on demand rides.



The island's town center meets residents' essential needs with grocery stores, banks, a Post Office, a pharmacy, two hardware stores, a movie theater, and several excellent restaurants. The community also boasts a vibrant arts scene, a farmers' market from April through mid-October, unique shops, galleries, and live performances. Many non-profits provide essential community services including the Vashon Chamber of Commerce, Vashon Youth and Family Services, Vashon Center for the Arts, the Vashon-Maury Community Food Bank, Zero Waste Vashon, the Vashon Senior Center, the Vashon Maury Island Land Trust, among many others. Vashon Island Fire and Rescue provides essential safety services as a standalone taxing district.

Vashon's residents include a mix of families and individuals who love the island's serene lifestyle. A large percentage of Vashon residents work off-island, commuting regularly to the "mainland". Artists and retirees make up large segments of the population as well. The island's low crime rate and strong community spirit are evident in initiatives supporting affordable housing, environmental conservation, youth engagement, and mental health resources. Public schools on Vashon rank among the state's best, with the high school boasting a 97% graduation rate and 95% of students pursuing higher education.

## THE ORGANIZATION

The Vashon Park District (VPD), established by a vote of the residents of Vashon and Maury Islands in 1983, is committed to enhancing the unique island lifestyle by providing diverse recreational opportunities and high-quality facilities. Governed by a five-member board of locally elected commissioners serving four-year terms, the District operates with an annual budget of approximately \$2 million, primarily funded by a voter-approved property tax levy. Additional support for major capital improvements comes from state and county grants. The District is staffed by nine full-time employees and up to fifty part-time or seasonal staff members.

The mission of the Vashon Park District is to equitably provide access to parks, facilities, and recreational programs for all islanders and visitors. VPD is dedicated to improving its parks and programs through inclusive planning and maintaining facilities to the highest standards, enhancing the quality of life for all who utilize them. The District manages sixteen parks and facilities that include:

- Two sports field complexes.
- A public pool.
- A fishing pier.
- Two public boat ramps.
- A playground.
- Three historic vacation lodging facilities.
- An equestrian park.
- A skate/BMX/disc golf park.
- A lighthouse and park.
- A boathouse.
- Two community bulletin boards.
- Over 14 miles of public trails.
- A variety of waterfront, picnic, and open space areas.



In addition to these well-known amenities, the VPD oversees 418 acres of property, ranging from small natural open spaces to expansive wildlands and nature preserves. Many of these preserves are managed through a partnership with the Vashon-Maury Island Land Trust.

Through an Interlocal Agreement with the Vashon Island School District, the Park District provides community access to School District facilities when not in use by the schools. This agreement enables residents to utilize sports fields, gymnasiums, classrooms, libraries, and multi-purpose rooms, broadening the District's reach and impact.

VPD offers a wide variety of recreation programs and events, including pool programming, Sailing Camp, Skate Camp, Ski School, the summer Concerts in the Park Series, and the Low Tide Festival.

The District continually expands its offerings to meet community needs, with popular drop-in sports and activities such as pickleball gaining traction. Guest speaker events and movie series are also becoming cherished traditions. Additionally, the District facilitates facility rentals for sports clubs, nonprofit organizations, community groups, and private enterprises, ensuring the broadest possible benefit to the community.



**THE POSITION**

Reporting directly to the district’s five-member Board of Commissioners, the Executive Director serves as the chief administrative officer, overseeing all aspects of the District’s operations, including the development and maintenance of parks, recreational programs, and facilities that serve the Vashon community.

The Executive Director manages fiscal operations, leads staff recruitment and supervision, coordinates with governmental agencies, develops and administers grant funding and contracts, and ensures that District policies, safety standards, procurement restrictions, and maintenance practices are upheld. The Executive Director also provides timely updates to the community and Board of Commissioners and works collaboratively to support the district’s mission and future planning.

Residency on Vashon Island is required to retain this position. The new Executive Director will be required to live on Vashon Island to be available to work demands as well as to be an engaged community member and accessible as the “Primary Face of the Park District.” Ideally, the selected candidate will relocate to the Island within six (6) months of the employment start date.

To view the full responsibilities, please view the attachment found [here](#).



**OPPORTUNITIES & PRIORITIES**

**Organization Finances**

The Vashon Park District faces financial constraints due to capped property tax funding. As the most junior of all taxing districts, its ad valorem tax authority is limited, and tax revenue falls short of meeting the growing demand and expectations for services. To help address fundraising needs, the Vashon Parks Foundation was formed. The District is debt-free with no outstanding bonds and enjoys high approval ratings in user surveys. Developing alternative revenue streams is critical to support capital projects, large maintenance programs, and operational needs. To carry out capital projects and large maintenance programs it is necessary to acquire funds from governmental and not-for-profit sources, as well as direct donations from citizens.

**Building Relationships**

The new Executive Director will serve as a strong and effective voice for the Vashon Park District and its Board of Commissioners, publicly articulating the vision and details of the District’s goals. Developing and strengthening partnerships with key stakeholders such as the Vashon Island School District, Vashon and Maury Island Land Trust, King County Parks, and local youth sports organizations is essential to advancing the District’s mission and fostering community collaboration.

**Workforce Challenges**

With a finite labor pool on Vashon Island, the availability of skilled staff is limited. High demand for talent often necessitates training new hires to build the skills required for productivity in various roles. This presents both a challenge and an opportunity to develop a committed workforce aligned with the District’s needs.

**Upcoming Capital Projects**

There are several significant capital projects underway, some of which include:

- **Fishing Pier Replacement:** With an estimated cost of \$3.2 million, this project is currently in the grant funding stage.
- **Swimming Pool Renovation:** Budget development for this project is underway, with grant applications planned for 2026.
- **Community Center Creation:** This project is considered a long-term goal requiring extensive planning and resource development.

**IDEAL CANDIDATE PROFILE**

**Education and Experience:**

A bachelor’s degree, or equivalent experience is required. Five (5) years or more of previous government management experience strongly desired. A master’s degree is preferred.

**Necessary Knowledge, Skills, and Abilities:**

- Experience in working with elected Boards of Commissioners, City Councils, or Boards of Directors to set and achieve strategic goals.
- Comprehensive knowledge of local government accounting practices, including bid processes, audit requirements, and Washington-specific regulations preferred.
- Experience working with municipal, county, and state agencies.
- Proficiency in QuickBooks and cash flow management techniques.
- Strong project management skills for both capital and strategic projects in a local government setting, with the ability to multitask and balance detailed project oversight with high-level vision.
- Demonstrated success in grant writing and administration, including experience with RCO and King County grants, private foundations, and legislative appropriations.
- Expertise in human resources management and administration.
- Executive-level leadership and management experience, including mentoring and developing both career and entry-level staff.
- Skilled in navigating community politics with political acumen and sensitivity to diverse interests.
- Exceptional written and oral communication skills to effectively convey strategic vision and goals to the community, staff, and stakeholders.

- A clear commitment to ethics, integrity, and service to the community.
- Proven ability to deliver results, foster accountability across all staff levels, and build a positive, team-oriented work environment.
- Strong community outreach skills in recreation programming and the ability to communicate with community members about the mission, goals, and needs of the Park District.
- Demonstrated leadership in motivating, mentoring, and quickly building rapport with employees and community members.
- Ability to "hit the ground running" with strategic focus and a proactive approach.
- Knowledge of recreation field maintenance and operational best practices.
- Experience in strategic planning and implementing successful recreation initiatives.
- Excellent interpersonal skills, including active listening, follow-through, and approachability.
- Confident and big-picture leader who is visible, approachable, and comfortable as the public face of the Park District.
- Ability to motivate staff and community members to achieve shared goals.

**COMPENSATION & BENEFITS**

- **\$125,000 - \$150,000 DOQ**
- Medical/Dental/Vision/Life Insurance
- 12 Days of Vacation for first 3 years of service
- 8 hours of Sick Leave per month
- 11 Holidays per year
- WA PERS Retirement participation and contribution. No contribution to Social Security
- All VPD employees and their immediate family members may participate in all VPD recreational and pool programs free of charge.

The Vashon Park District is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 2, 2025** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "Open Recruitments", select "**Vashon Park District, WA – Executive Director**" and click "**Apply Online**," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.



**www.prothman.com**

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