

Position Description

Kin On

Chief Executive Officer

2026



Position Description

Position	Chief Executive Officer
Organization	Kin On
Reports To	Board of Directors
Location	Seattle, WA
Website	kinon.org

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Company Overview

We’ve always stayed true to our Asian roots. In 1985, we launched the nation’s first bilingual Chinese-American nursing home catering to the unique cultural and dietary needs of Asian elders. Over the years, Kin On continues to expand, offering home care, caregiver support services, assisted living apartments and Healthy Living classes. Today, we are on a path of continual growth, expanding both the range and types of services throughout the Puget Sound region. All of this is made possible through the generosity of our community.



Kin On Health Care Center, is a nonprofit organization dedicated to providing a continuum of culturally sensitive healthcare services to Asian seniors in the greater Seattle metropolitan area. Kin On offers a culturally sensitive continuum of care for Asian elders, including a skilled nursing facility, assisted living apartments, adult family home, home care, caregiver support, and community-based health and wellness programs. As we enter an exciting new chapter, we seek an exceptional leader to carry our mission forward and deepen our impact in the communities we serve.

Guiding Values

- **Collaboration and Teamwork**
 We build open, honest, and respectful relationships so we can perform at the highest level for our customers. We are “One Kin On.”
- **Integrity and Respect**
 Being accountable to ourselves, our customers, our community, and our business partners empowers us to hold others to be accountable. Personal integrity comes first.
- **Excellent Service**
 Service excellence starts with everyone working together to consistently deliver authentic smiles and satisfaction for residents, customers, and each other. We treat everyone like family, and it shows.
- **Innovation and Optimization**
 Our actions make a difference—today and into the future. Therefore, we act wisely, invest in ourselves and our team, and focus on what we can do today to make tomorrow better.

Kin On Programs and Locations

With operating revenues near \$25M annually, Kin On operates several distinct facilities and program sites in the Seattle area, forming a small but comprehensive senior-care campus and network.

- **Rehab & Care Center (Columbia City).** A licensed skilled nursing facility that provides long-term care, short-term rehabilitation, and specialized medical services for elderly people with chronic or complex health needs.
 - 100 beds – 48 double rooms and 4 single rooms.
 - The current facility opened in 1996. An expansion around 2016 added the atrium, rehab gym, and the community center space.
 - Currently 95% of residents are in long-term care and 5% are in short-term rehab.
 - ~80% of the residents speak one of the Chinese dialects, while close to 20% speak Vietnamese. Other languages include Japanese, Korean, Cambodian, Laotian, etc. depending on admitted residents at any given time.
 - Almost all long-term care residents are on Medicaid with occasional private-pay. Short-term rehab is paid by Medicare / managed Medicare.
- **Supportive Housing (Columbia City).** Apartment-style housing with supportive services, as well as adult residences that provide smaller, more personalized care settings.
 - Assisted Living building: 20 rooms – 15 single rooms and 5 double rooms.



- Adult Family Home: 6 rooms.
- Opened in the fall of 2019.
- Current census: 7 Medicaid residents and 8 private pay residents.
- **Home Care and Family Caregiver Support (Chinatown-ID).** Coordinates in-home services and access to all of Kin On's continuum of services.
 - Established in 1997, it's the second largest service line.
 - 137 Home Care Personal Care Aides (PCAs) currently.
 - Management and operational team of 5 staff located in the CID office.
 - Serving over 170 clients and 9,700 hours (2026 budget) each month.
 - Services target Chinese-speaking clients. All PCAs speak one of the Chinese dialects (Cantonese, Mandarin, Taishanese).
- **Community Centers (Columbia City, Bellevue & Chinatown-ID).** Offers evidence-based health workshops, dementia support, food and nutrition programs with free food ingredients, technology helpdesk, and many healthy living activities in our three locations and online.
 - Combined the community-based Social Services and Healthy Living departments into a single department in 2023 to optimize community outreach, program offerings and operational support.
 - Total 8 staff (2 part-time) and over 30 active volunteer instructors.
 - This is our main community outreach arm, bringing the Kin On name out to the larger community, increasing brand recognition and community support.
 - Strong partnership with various government entities, UW Memory Hub, Alzheimer's Association, etc.

Key milestones of organizational history:

- In **1985**, The Chinese Nursing Home Society was formed to determine the needs of the Asian community and the actions that would be required.
- In **1987**, with the help of the community, over \$500,000 was raised to lease a building, which housed the 63-bed nursing facility called Kin On Nursing Home.
- In **1990**, Kin On Nursing Home reached full capacity. The Chinese Nursing Home Society's Board of Directors approved plans to build a new 100-bed nursing home.
- In **1991**, Washington State Nursing Home Advisory Council awarded the Certificate of Recognition to Kin On. Kin On also received deficiency-free surveys in 1993, 1995, 2003 and 2005.
- In **1992**, The Exceptional Performance Award of the Washington Association of Homes for the Aging was given to Kin On Nursing Home. Kin On was recognized as one of the Top Ten Contributors to the Asian Community by the Seattle Chinese Post and Northwest Asian Weekly.
- In **1995**, Kin On received the Hobart Jackson Social Responsibility Award from the American Association of Homes and Services for the Aging and from Washington Association of Homes for the Aging.
- In **1996**, a new \$11 million nursing home was built in Columbia City to replace the one being operated under the Chinese Nursing Home Society. The new 100 bed facility opened its doors for operation on

October 1st of that year. Nearly \$3.2 million was raised from the Chinese and Asian community to build the new facility.

- In **1997**, the Chinese Nursing Home Society was renamed Kin On Community Health Care to provide support for new offsite programs, such as Kin On Home Care, Alzheimer's Support Center, and Kin On Alert (emergency response). Kin On operated as two entities, Kin On Health Care Center (the nursing home) and Kin On Community Health Care (offsite programs such as In-Home Care, Alzheimer Support, etc.) up until 2017, when the board of directors decided to merge the two EIN's to create one entity known only as Kin On Health Care Center (KOHCC).
- In **2014**, a two-phase capital expansion project initiated to transform Kin On from a standalone nursing facility to an aging-friendly campus including a wellness/community center, assisted living apartments, adult family home, and a rehabilitation care center.
- In **2015**, Kin On and International Community Health Services (ICHHS) formed Aging in PACE Washington to create Washington State's first and only Asian-focused Programs of All-Inclusive Care for the Elderly (PACE).
- In **2016**, completed Phase 1 of the expansion project to expand rehabilitation unit, built a resident sunroom and converted the parking garage into a community center to offer wellness and lifelong learning programs (Healthy Living Program), helping community Asian adults age 50+ stay active and connected.
- In **2017**, merged with Asian Senior Concerns Foundation (ASCF) in Bellevue to join the Healthy Living Program, and to extend wellness and continuing education programs to the eastside. Currently, providing culturally relevant health care and services to over 1200 Asian adults and seniors across all programs.
- In **2017**, all Kin On programs began operating solely as Kin On Health Care Center, and continues to grow to become a vital and valuable resource for the Asian community, providing comprehensive, culturally sensitive senior care and services, including wellness and lifelong learning programs, in-home care services, family caregiver support, rehabilitative care, and long-term skilled-nursing care.
- In **2019**, completed Phase 2 of the expansion project; opening a new Assisted Living Building and Adult Family Home. Assisted Living offers 26 units of affordable, culturally sensitive, supportive housing for up to 31 residents (21 single and 5 double occupancy). Adult Family Home offers 6 private rooms that will allow seniors with more acute needs to still have their own space in a home-like environment, while Kin On provides 24/7 nursing care, meal preparations, and assistance with all their needs. This integrated approach enables residents to age in place as much as possible, maximizing quality of life, while minimizing unnecessary transitions and hospitalizations, thereby reducing healthcare costs.
- In **2024**, a new office opened in Seattle's Chinatown-International District (C-ID) symbolizing Kin On's continued commitment to serving the C-ID community with expanded resources and programs.



Role Summary

Reporting to the Board of Directors, the Chief Executive Officer (CEO) is responsible for the overall strategic direction, operational leadership, financial stewardship, and external representation of the organization. The CEO will be a passionate advocate for culturally competent elder care and a skilled leader capable of inspiring staff, engaging community stakeholders, and sustaining a high-quality care environment.

The next CEO of Kin On will bring a compelling blend of vision, cultural fluency, and operational discipline, guiding the organization at a pivotal moment in its evolution. This leader will be both strategic and action-oriented, able to translate community insight into clear direction, inspire trust across stakeholders, and lead with accountability through ongoing change.

Deeply committed to the Asian American community and passionate about Kin On's mission, the CEO will build on the organization's strong foundation to drive sustained impact and growth. They will unify stakeholders around a shared vision, strengthen organizational alignment, and ensure that Kin On continues to meet the evolving needs of older adults through culturally responsive programs and partnerships.

Key Responsibilities

- Provide visionary leadership and overall management of Kin On's operations, programs, and staff.
- Work collaboratively with the Board of Directors to develop and execute the organization's strategic plan.
- Ensure the delivery of high-quality, culturally sensitive care that meets regulatory requirements and upholds Kin On's mission and reputation.
- Oversee financial management, budgeting, and long-term fiscal sustainability of the organization.
- Build and maintain strong relationships with residents, families, community partners, donors, government agencies, and other stakeholders.
- Lead fundraising and development efforts to diversify and grow the organization's funding base.
- Recruit, develop, and retain a talented and mission-driven staff team.
- Serve as the primary spokesperson and ambassador for Kin On in the broader Seattle community.

Qualifications

- A minimum of five years of senior leadership experience within an organization of comparable or greater size to Kin On providing services for skilled nursing, senior living, elder care, rehabilitation, or other community-based services.
- Deep commitment to and understanding of the cultural, linguistic, and social needs of Asian and diverse communities.
- Strong financial acumen with experience managing organizational budgets and fundraising.
- Excellent interpersonal, communication, and relationship-building skills.
- Experience working with or reporting to a Board of Directors.
- Knowledge of long-term care regulations and compliance is preferred.
- Multilingual ability (particularly Cantonese, Mandarin; or other Asian languages) is a significant asset and strongly preferred.
- A Bachelor's degree in healthcare administration, public health, business administration, human services or related fields is required. Master's degree preferred.

Candidate Profile

Vision & Future-Building Leadership

The CEO will craft a compelling vision that resonates with community and stakeholders and will translate broad ideas into clear strategic plans with measurable goals and accountability, ensuring that community insight informs actionable direction. Grounded in a deep understanding of the Chinese American community's history, values, and intergenerational dynamics, the CEO will honor Kin On's cultural roots while advancing its future impact. This individual will balance bold vision with organizational stewardship, leveraging strong financial assets to drive innovation while ensuring long-term sustainability.

Transformational Leadership & Change Navigation

Kin On is well positioned for a leader who can build on its collaborative culture while bringing greater clarity, momentum, and alignment to its next chapter. The CEO will work closely with a committed and experienced team to build confidence, reinforce accountability, and ensure priorities are clearly defined and executed. This leader will balance collaboration with decisiveness, moving initiatives forward with discipline and follow-through while guiding the organization toward a more aligned and forward-looking operating model.

Community-Centered Leadership & Trust Building

The CEO will be a visible and trusted presence who builds cooperation and community partnerships and navigates Asian cultural nuances in leadership style and stakeholder relations. This includes demonstrating cultural competence and respect for the lived experiences of Asian American older adults, families, and caregivers, while strengthening relationships across generations. The leader will engage community voices with authenticity, ensuring Kin On remains a trusted cultural anchor while expanding partnerships with community organizations and healthcare institutions. Through thoughtful engagement and clear communication, the CEO will ensure that community perspectives remain central to the organization's work while also inspiring donors and stakeholders to support its continued growth and impact.

Operational Excellence & Team Empowerment

The CEO will bring both strategic insight and operational discipline, ensuring that vision is translated into effective execution. This includes strengthening program evaluation, aligning resources with priorities, and using data to inform decisions. Internally, the leader will support and develop a team with deep institutional knowledge by creating clarity, strengthening accountability, and connecting individual roles to organizational goals. By fostering an inclusive and respectful environment, the CEO will build a high-performing team that is aligned, motivated, and equipped to deliver on Kin On's mission.

Strategic Board Partnership & Governance Leadership

The CEO will serve as a trusted partner to an engaged and evolving Board, capable of unifying diverse viewpoints and strengthening alignment across both longstanding and newer members. With governance complexity across multiple entities, this leader will serve as a critical bridge, facilitating communication, clarifying roles, and ensuring operational clarity in decision-making while elevating Board engagement beyond reporting to create space for meaningful strategic dialogue. An appreciation for the cultural context and community expectations that shape Board dynamics will be important in fostering trust and cohesion. Ultimately, the CEO will build a high-functioning and aligned Board that operates as a true strategic partner in advancing Kin On's vision and long-term impact.

Partnerships, Philanthropy, and External Engagement

The CEO will expand and deepen strategic partnerships with community organizations, healthcare institutions, and aligned funders to increase Kin On's reach and impact. This leader will strengthen fundraising efforts by

connecting programs to clear and compelling outcomes and cultivating strong relationships with donors and foundations. Central to this work is the ability to articulate and consistently communicate Kin On's evolving story, honoring its deep roots in the Chinese American community while translating its legacy, vision, and impact into messaging that resonates with diverse and multi-generational audiences. By aligning partnerships and resource development with strategic priorities, the CEO will help position Kin On for sustained growth and broader influence.

Compensation and Benefits

Salary is competitive and commensurate with experience. The good faith estimated salary range for this role is \$250,000 - \$350,000 with a generous benefits package.

How to Apply

Kin On is an equal opportunity employer committed to building a diverse and inclusive leadership team. We strongly encourage applications from candidates who reflect the communities we serve.

To apply, please submit the following materials to abby.walsh@dsgco.com:

- A cover letter describing your interest in the position and alignment with Kin On's mission
- A current résumé or curriculum vitae

Search Team

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