

ALAMEDA FAMILY SERVICES POSITION DESCRIPTION

THE POSITION: EXECUTIVE DIRECTOR
REPORTS TO: BOARD OF DIRECTORS
LOCATION: ALAMEDA, CALIFORNIA

I. THE ORGANIZATION

Mission

Alameda Family Services mission is to improve the emotional, psychological and physical health and well-being of children, youth, and families in the City of Alameda and the East Bay.

Vision

Our vision is to offer a comprehensive, seamless continuum of care and opportunities for children, youth, and their families experiencing Alameda Family Services as a service gateway that supports their health and well-being.

Overview

For 50 years, Alameda Family Services (AFS) has improved the well-being of children, youth and families in Alameda through programs that serve across the lifespan, including: Head Start, Early Head Start, School-Based Health Centers, and other School-Linked Services, Behavioral Health Care Services, and Family Support Services. Alameda Family Services is truly “changing lives, building community” by not only offering free and low-cost services to youth and families, but also operating best in class parent, educator, and counseling training programs to develop the next generation of community leaders and service providers. In partnership with the Alameda Unified School District, Alameda Police Department, Alameda County Juvenile Probation, and Behavioral Health Care, Alameda Family Services acts to ensure that every child, youth, and family can be a thriving member of our community. A detailed description of AFS can be found at www.alamedafs.org.

Operations and Organizational Structure

Alameda Family Services is governed by a 15-member Board of Directors. It has a leadership and administrative staff of 94 including key senior leaders who oversee Early Childhood and Family Support, School-Based Services, Behavioral Health Services, Finances, and Administration. Direct line staff includes early childhood educators, family advocates, case managers, administrative personnel, full- and part-time psychologists, social workers, marriage family therapists, and clinical interns.

The annual operating budget is approximately \$6M and reflects two Head Start and Early Head Start grants (68%) serving approximately 270 children ages 0-5 and their families, Alameda County contracts for health and mental health services to Medi-Cal and low-income clients (22%), City of Alameda and Alameda Unified School District funding (6%), and additional partnership funding, private pay clients, and some contributed income (4%.)

II. THE POSITION

The Position

The Executive Director (ED) of Alameda Family Services is responsible for both leadership and management of the organization; working with the Board to maintain a clear vision, establish a strategic plan and sound policies; and effectively managing the staff and systems to execute on that vision. The ED is ultimately

responsible for ensuring the viability of the agency by securing adequate contract and donated revenue, supervising high quality programs and services, managing financial and operational systems, and maintaining excellent relationships with partner agencies including local school districts, the City of Alameda, Alameda County agencies serving youth, elected representatives, the Head Start Regional Office - U.S. Department of Health and Human Services, and other strategic partners.

As the holder of **Vision & Strategy**, the Executive Director is:

- A passionate advocate for the mission of Alameda Family Services who is committed to the community of families and youth we serve.
- A talented executive who can support the strength of existing programs and grow and develop programs to serve additional community needs.
- A leader who works with the board, program directors, senior managers, staff, and partners to implement, resource, review, and revise the five-year strategic plan.
- An ambitious, big picture thinker who can hold the role of both visionary and strategist in growing the organization to the next stage of its development.
- An intentional manager who balances warmth and compassion with high standards and engagement to ensure quality programming, sustainability, accountability, and strategic change.
- Visible in the community, a face for the organization who increases awareness and active support of Alameda Family Services.

We require nonprofit management experience or comparable professional experience managing a sizeable entity with complex public funding in multiple locations. Candidates must possess deep expertise in at least some of the agencies core service lines and a demonstrated ability and interest in developing the others.

A trusted, credible leader will bring the following **Subject Matter Expertise**:

- Proven ability to navigate public sector systems at the city, county, state, and/or federal level.
- Demonstrated experience serving a racially and economically diverse community, especially addressing the impact of poverty on children, youth and families.
- Existing relationships with partner agencies in Alameda City and County especially in mental health, probation, child welfare, and schools are highly valued.
- Successful experience as licensed practitioner in social work, counseling, or psychology or in a related field such as education or public health is desired.
- Experience managing, retaining, and developing a culturally and economically diverse staff.
- Knowledge of core programs including early childhood development, Head Start, behavioral health services and/or school-based health.
- Commitment to and knowledge of the City of Alameda.

The ED is a leader of teams, providing support, guidance, and development to the Board of Directors, program directors, and senior managers. Alameda Family Services features a highly competent, highly compassionate, and highly collaborative staff dedicated to the programs and clients they serve.

Our mission-driven team is looking for an individual with a **Leadership & Collaborative** history:

- Attracting and growing talent and mentoring leadership in an organization.
- Bringing out the best in staff by developing and leveraging their talents and expertise.
- Listening to diverse perspectives throughout the organization, facilitating collaborative decision making, and navigating constructive conflict.
- Establishing and communicating clear priorities, policies, and plans.

- Honoring commitments by saying what s/he will do and doing what s/he says.
- Supporting the recruitment, development, and staffing of the Board of Directors to sustain organizational vision and oversight.

The ED is also responsible for operational stability, from securing and managing federal grants to ensuring facilities are safe and well maintained. Our ideal candidate will be skilled at managing a multi-program agency and able to support efficient and effective consistent tools, systems and practices across the multiple programs.

To ensure secure **Finances, Resources, and Operations**, you must have the ability to:

- Prepare, manage, and develop public sector funding (district, county, state and federal) with a budget of \$6 million or more.
- Oversee and strengthen agency budget development, human resource planning, financial management, and data information and operational systems.
- Oversee finance and operational staff.
- Develop and oversee a fund development strategy for the organization to strengthen services and infrastructure.
- Manage efficient operations of rental and real property, and capital improvements.

The Professional Opportunity

Three areas of growth have been identified by the Board of Directors as key for the organization:

- Ensuring technology solutions (e.g. electronic health record) so that AFS can improve services, billing capacity, clinical standards and accountability for achieving program outcomes.
- Developing and leading a long-term fund development and sustainability strategy that reduces over-dependency on highly restricted contracts.
- Effectively branding and marketing the organization, creating excitement about AFS, and motivating others to get involved.

III. CANDIDATE QUALIFICATIONS/EXPERIENCE

Experience:

- Minimum of 5 years of senior level nonprofit management and leadership experience, preferably in a community-based organization, or related field.
- Demonstrated experience attracting, retaining, and developing a diverse, mission-driven staff.
- Experience partnering with Board of Directors and community partners in a positive and productive way to achieve desired organizational outcomes.
- Demonstrated ability to attract, sustain, and manage public and private funding. Experience with and working knowledge of public funding, contracting, development, as well as proposal and grant writing.
- Experience managing organizational change.
- Relevant experience overseeing programs that serve at-risk and under-resourced communities and families.

Education:

Master's degree or higher in Psychology, Social Work, Public Health, Education, or related field is preferred, OR Bachelor's degree with commensurate experience.

Special Requirements

All potential hires must complete Live Scan fingerprinting and receive clearance through the Department of Justice and the Federal Bureau of Investigation. TB test, various immunizations, and a health screening must also be completed.

IV. COMPENSATION

Alameda Family Services offers a competitive compensation package, including a comprehensive benefits package with health and dental insurance, a flexible spending account, commuter benefits, and 5 weeks paid vacation annually. The starting salary for this position is \$105,000 to \$125,000 commensurate with experience. Successful fund development would support an increase in executive compensation.

Alameda Family Services is an equal opportunity employer and encourages candidates with diverse backgrounds and experiences to apply.

V. APPLICATION PROCESS AND TIMELINE

Deadline for application submission: January 22, 2019 at 6pm

Please submit the following documents in PDF format to ExecDirSearch@alamedafs.org:

- Cover letter
- Resume
- 3 References

Executive Search Timeline:

- Application review: January – February 2019
- Interviews: February - March 2019
- Offer: March - April 2019

For additional information regarding this opportunity, please email ExecDirSearch@alamedafs.org