



BOOKER T. WASHINGTON

COMMUNITY SERVICE CENTER

EXECUTIVE DIRECTOR JOB ANNOUNCEMENT

For nearly a century, the Booker T. Washington Community Service Center has served the children and families of San Francisco with programs designed to reduce the many disparities faced by African American, immigrant and other low-income communities. More recently, the center has expanded programs to address the influx of new immigrant communities and address the needs of transition aged youth. We offer pragmatic programs to empower youth to integrate into the economic and social mainstream of society, and to counter trends of unemployment, violence, and academic failure in our communities.

SUMMARY OF POSITION DUTIES AND RESPONSIBILITIES:

The Executive Director (ED) provides leadership for the Booker T. Washington Community Service Center (BTW) and coordination with the John Burton Housing partnership. The ED is responsible for implementation of the Strategic Plan. The ED directs planning, fundraising, marketing, general management, financial management, program creation and oversight, housing collaboration, and fostering volunteer/board/city relations. The ED works collaboratively with the Board of Directors to ensure achievement of BTW's mission, strategic initiatives, and financial sustainability.

SENIOR LEADERSHIP COMPETENCIES:

As the leader of the Executive Team, the position is expected to:

- Develop, embrace, model, inspire and communicate institutional mission, vision and goals
- Demonstrate exceptional leadership skills in motivating staff, delegating tasks, encouraging independent problem-solving by individuals and teams, and providing an understanding of the institutional vision as a context for individual and Center work plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Executive & Organizational Leadership:

- Responsible for strategic implementation of broad institutional decision-making, including strategic planning and capacity building in alignment with mission
- Contribute to the prudent and ongoing monitoring of annual budget and financial demands to ensure a sustainable future
- Represent BTW to stakeholders both internally and externally, including committees of the Board, neighbors, and partners
- Lead institutional revenue and profitability strategy-making. Manage and negotiate legal, contractual, and governmental filings and insurance to ensure compliance.

BTWCSC mission is to support and maintain a healthy and vibrant community offering services and programs designed to reduce social, health, economic and education disparities that challenge the people we serve.



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- Provide a high degree of visibility to a diverse multicultural community by serving as chief spokesperson of the organization at local, regional and national level and to government, professional, civic and private agencies, as well as to the media.
- Interpret and communicate community needs, attitudes and resources affecting the Center to internal and external constituencies; oversee the Center's response to community needs and assure public engagement in programming; and establish and strengthen partnerships with relevant community groups to further the Center's mission and visibility.

Management & Administration:

- Develop and direct the implementation of goals, objectives, policies, procedures and work standards; plans, organizes, manages and directs center activities.
- Oversee the development and administration of the BTW budget; monitor expenditures and preparation of budget related documents and audits.
- Oversee facilities management and safety protocols including ongoing maintenance and long-term planning for physical plant and technology infrastructure.
- Hire and supervise staff. Ensure that personnel policies of the agency are adhered to in all hiring and employment practices.
- Conduct regular staff performance reviews.
- Provide an organizational culture that facilitates enriched learning and development of staff.
- Prepare cost-benefit analyses for current and future programs or events, for Board approval.

Fundraising:

- Engage and work closely with the Board of Directors, key stakeholders, and high-level volunteers on the fulfillment of goals and participation by BTW staff in assuring the success in implementation and achievement of annual and long-term fundraising goals.
- Manage and participate in comprehensive fundraising campaigns; assumes a strong leadership role in identifying cultivating and soliciting major gifts and grants.
- Create and manage a long-term revenue generation plan.

EDUCATION AND EXPERIENCE:

A combination of experience and education that demonstrates the necessary knowledge and abilities for this position:

- B.A./B.S. in a relevant field
- Master's Degree preferred
- Relevant work and/or education experience relevant to non-profit management
- 5+ years' experience at senior or executive director level of at least a similar sized organization.

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ADDITIONAL QUALIFICATIONS:

The position requires significant knowledge of:

- Contemporary governance practices, ethics, and legal issues related to running a nonprofit in California.
- Ability to effectively work with the Board of Directors to achieve accepted standards of Board governance, Board leadership and oversight to ensure a vibrant center in service to the public.
- Ability to act as leading spokesperson for BTW including managing politically and culturally sensitive situations and media demands.
- Personnel management, employee relations, team building, setting goals, long and short-term planning, budget development, and financial management.
- Fundraising, donor cultivation and stewardship, and oversight of major fundraising campaigns.
- Considerable knowledge of marketing, communications, and community development strategies including contemporary civic engagement practices.
- Ability to establish and implement short and long-term strategic plans and priorities
- Functional knowledge of current technologies, social media, and programs such as Word and Excel.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

While performing the duties of this position, the employee is frequently exposed to the following:

- Noise, such as groups of people working in enclosed areas.
- Typical office environment.
- Ability to lift up to 25 pounds.

EEO STATEMENT:

Booker T. Washington CSC is a multicultural organization, committed to diversity and practicing equal opportunity employment in recruitment and hiring. Qualified candidates of diverse backgrounds are encouraged to apply for open positions.

HOW TO APPLY:

Email resume with cover letter to ttucker@btwcsc.org with BTWCSC ED in the subject line.

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