BOOKER T. WASHINGTON COMMUNITY SERVICE CENTER
INTERIM EXECUTIVE DIRECTOR

About the job

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.

The ideal candidate will use a strategic mindset to drive the future success of the organization by aligning teams under one vision. With responsibility for all program areas, this candidate will execute all areas of need for the organization including management in the following areas: fiscal, operational, program development, community relations, and board relations.

Responsibilities

- Work with the Board of Directors on short and long-term policy creation and planning, including capacity-building, financial management, programs, legal compliance and mission statement.
- Act as a thought partner and strategic advisor to the board to present their assessment of the organizational position, value proposition, and sustainability considerations that inform future leader requirements.
- Serve as Chief Fundraiser.
- Supervise programs to ensure fitness, efficiency, and effectiveness.
- Supervise all communications efforts, including traditional and social media, written and online publications, website and marketing.
- Serve as Chief Ambassador for the organization. Identify and lead organizational efforts to be represented at events and coalitions, etc.
- Ensure compliance with local, state, and federal obligations. Reduce unnecessary organizational risk and confirm the organization is insured using sector best-practices.
- Stay on top of current and future trends in human services and lead the organization through change and innovation.
- Supervise all staff, vendors, partners legal agreements, and contracts ranging from independent contractors, part or full-time staff, memos of understanding, etc.
- Create and maintain relationships with individuals and organizations to facilitate success of organization’s financial future.
- Ensure strong financial management. Produce regular accurate financial statements and ensure the organization stays within budget parameters.
- Prepare agendas, reports, and materials for board meetings.
- Volunteer management.
- Maintain a climate that attracts and retains a talented and diverse staff.
- Ability to support change management and transition to stabilize the agency through this interim period.
Qualifications
A combination of experience and education that demonstrates the necessary knowledge and abilities for this position:

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

HOW TO APPLY:
Email resume with cover letter to ttucker@btwcsc.org with BTWSCC ED in the subject line.

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.

Employment Type
Full-time