



Sunnyvale Community Services

725 Kifer Road, Sunnyvale, CA 94086 408.738.4321

Working to Prevent Homelessness and Hunger

Executive Director Leadership Opportunity

Overview

Sunnyvale Community Services (SCS) was founded in 1970 and has grown into a successful and highly respected nonprofit organization that focuses on preventing homelessness and hunger for low-income families and seniors facing temporary crises.

We are unique compared to many of the other emergency assistance organizations, as we have chosen to focus all of our resources, financial and human, on the two key services our clients need most and that are unavailable elsewhere in Sunnyvale—financial aid and food. However, we also provide accurate referrals for other services our clients could benefit from, including credit counseling, legal aid, employment services, health care, benefit programs, homeless and battered women’s shelters, clothing, transportation and other critical services. Our help prevents bigger problems with more expensive solutions, in terms both of dollars and human lives: homelessness, hunger and malnutrition, and untreated medical problems. Last year we assisted a record 7,676 unduplicated families and seniors and provided record amounts of financial and in-kind assistance.

The Executive Director works in partnership with a 21 member Board of Directors for the day-to-day operations of the organization and for the achievement of the major strategic objectives. The Executive Director supervises and maintains strong relationships with staff, volunteers, funders, community and political leaders. Current staffing includes 8 positions, 3 of which report directly to the Executive Director. In addition, we have over 800 community volunteers whose hours equal those of 11 full-time staff positions.

Last year SCS had an annual operating budget of approximately \$1.6 Million, though with the value of in-kind resources and volunteer time, the operations of SCS exceed \$3 Million. In addition, we have worked hard to build and maintain a healthy balance sheet and we own our own building. Funding for the organization comes from a variety of sources including approximately 14% from government sources, 38% from community support, 37% from foundations and corporations; 4% from the United Way; and 7% from fees, events, and other income.

For more detailed information on the organization, programs and accomplishments, visit the website at www.svcommunityservices.org.

About The Candidate We Seek

Sunnyvale Community Services is seeking an experienced community leader who will continue to inspire, guide and advocate on behalf of the thousands of low-income families and seniors who look to SCS for assistance each year. He or she should have a proven track record of attracting and sustaining public and private funding, strong communication skills as well as financial and political astuteness. The incoming Executive Director will bring credibility, strategic thinking, teamwork, and compassion to their work. Candidates should feel comfortable working in an organization that values integrity and partnerships within a community with a diverse cultural and economic base of support.

The next several years at SCS will provide both a creative and highly visible leadership opportunity. Starting with a well-respected organization, diverse funding base, talented staff, dedicated volunteers and board, and supportive community leaders, the next Executive Director will help SCS sustain its quality programs while focusing its strategic direction in response to changing community needs. Candidates should be able to balance business practices with the vision and mission of the organization. This is a full-time, exempt position.

Essential Skills/Experience

The ideal candidate will possess many of the following skills and experience:

- Minimum of 5 years successful senior management experience in a nonprofit or public organization, or comparable experience in the private sector if accompanied by a minimum of 3 years Board officer experience in a nonprofit organization of similar size and scope
- Effective communication skills - including speaking, writing, and consensus building
- Fund-raising experience with a proven track record in developing and maintaining individual, corporate, government, and foundation support
- Ability to quickly connect to the Sunnyvale and larger Silicon Valley community stakeholders; previous community leadership experience in Sunnyvale preferred
- Ability to attract, develop, and retain staff and volunteers as well as maintain a high level of performance and to effectively utilize their talents
- The ability to effectively represent SCS and its programs and clients among the varied stakeholders in Silicon Valley
- Experience working and partnering with an engaged community-based Board of Directors
- Financial and/or business management with a budget of \$2 million or greater, including budgeting, oversight, compliance, and reporting abilities
- Experience and ability to interact with clients and community members from diverse cultural, economic, educational, and vocational backgrounds
- Bachelor's Degree in an appropriate field
- Ability to work occasional nights and weekends to support Board of Directors, agency programs, and community events as needed
- Familiarity with computer technology and the Internet
- Automobile, insurance, and valid CA driver's license or adaptable means to travel sufficiently throughout the Valley.

Start Date: July 2010

Deadline for Applications: April 9th or until the position is filled

Compensation: SCS is prepared to offer a competitive compensation package that will take into account the candidate's experience and skills. Though candidates from beyond the Bay Area are welcome to apply, there are no funds available for relocation or housing assistance.

Confidential Application Process: E-mail (Word or PDF document) cover letter summarizing interest, qualifications/experience, and compensation requirements, along with a current resume to SCSEDSearch@Leadershipintransition.org with "SCS ED Search" in subject field. Cover letters must accompany resumes in order to be considered. Questions: Contact Margaret Donohoe of Leadership In Transition at Margaret@leadershipintransition.org or 408-979-0572.

SCS Executive Director Job Responsibilities

Fund Development & Community Collaboration/Relations (40-45% of job responsibilities*)

- Provides a credible and informed presence for Sunnyvale Community Services in the community
- Identifies and manages the resources necessary to accomplish the goals of SCS
- Develops relationships and collaborations with appropriate community and government funding agencies to build a strong awareness of community needs and the agency's role in serving those needs
- Responsible for developing and implementing an annual development plan including corporate, government, major donor, foundation support, and planned giving
- Produce compelling, accurate and timely funding proposals and reports
- Defines the communication strategies and reviews the content for all collateral materials including the website, newsletter, and promotional materials
- Provides leadership and planning to donor and volunteer events
- Works with Board of Directors and staff to identify and secure necessary financial resources from public and private sources

Agency Administration (25-30%)

- Ensures fiduciary responsibility, sound financial management and financial accountability for all contributions, income, and agency assets, including budget development and implementation
- Recruits, builds, and retains a strong staff team with a broad range of skills
- Creates an annual plan to develop or strengthen essential skills critical to the success of SCS's Executive Director and staff
- Responsible for financial oversight, seeing that all funds are disbursed in accordance with contract requirements and donor designations
- Negotiates all agency contracts and grants
- Ensures compliance with personnel policies established by the Board of Directors and with all federal and state regulations
- Ensures that there are current job descriptions and that regular performance evaluations are completed
- Other duties as assigned

Partnership with the Board of Directors (15-20%)

- Is an active participant of Board, task force and committee meetings
- Reports regularly to the Board of Directors regarding organizational objectives, financial status of the organization, and other issues relevant to the Board of Directors
- Provides the Board of Directors with adequate information to assist members in reaching decisions and in formulating necessary policies
- Assists the Board of Directors in their roles and responsibilities by providing support, education, and leadership
- Supervises the implementation of Board of Director's policies

Planning, Program Delivery and Evaluation (10-15%)

- Develops and maintains a thorough knowledge of the issues and stakeholders surrounding support services to low-income families and seniors in the service area
- Develops a process for planning, implementing, and evaluating short and long-range strategy and goals for the agency
- Oversees, manages and implements the development of SCS's programs, services, and resources
- Manages programs and services consistent with the mission, values and goals of the agency

* Provided as a guideline to the incoming Executive Director, given the organization's priorities for the first 12-18 months of the job