

## **Casa Youth Shelter Executive Director**

### **Job Description and Core Competencies**

In order to position itself as Southern California's premiere shelter for runaways and youth-in-crisis, Casa Youth Shelter (CYS) must employ staff members who possess the experience and abilities to lead the organization into the next generation. To that end, the Executive Director and program staff will use only the most promising practices to deliver programs in the following areas: shelter care, counseling, family reunification, education, community outreach, and public awareness. And we will maintain our leadership position in the field of human services by continually investing in staff development.

#### **The Executive Director**

The Executive Director is an entrepreneurial leader. He/She is community-minded and possesses values and knowledge relevant to the youth and families in crisis who access CYS's services. The Executive Director works within the CYS structure and governance. He/She is committed to supporting and implementing the organizational goals, objectives, and initiatives outlined in the strategic operating plan; and he/she works collaboratively with the board and staff in a manner consistent with CYS's values, policies, procedures, and practices.

The Executive Director's performance will be measured by his/her abilities in the following areas:

#### **Vision/Leadership**

- Develops and articulates a clear vision for CYS, and provides strategic direction in support of that vision. Articulates the vision in a manner that inspires board, staff, and community leaders to action.
- Demonstrates a deep personal commitment to CYS and personifies CYS's vision, mission, and values through effective leadership.
- Helps staff and board develop and implement strategic goals to advance CYS's mission.
- Administers overall operation of the corporation, including: reviewing and evaluating the results of program activities; ensuring that continuing contractual obligations are being fulfilled; allocating resources for greater program effectiveness and efficiency; and developing organizational and administrative policies as well as program objectives for board consideration.

#### **Strategic Thinking and Planning**

- Regularly engages board and staff in ongoing strategic thinking and planning, including in the development and implementation of a strategic operating plan that is aligned with CYS's mission and vision.
- Manages people effectively.
- Develops and implements operating plans and a budget to advance strategic goals.
- Directs CYS's essential work in a manner that is consistent with the vision, mission, strategic goals, and programming philosophy by employing the most promising practices in the field of human services.

## **Fund Development**

- Presents a clear, sound, and diversified strategy for raising the funds necessary to support CYS's essential work and establish its long-term fiscal stability.
- Consistently attains or exceeds the fundraising goal for each fiscal year.
- Directs fundraising activities in a manner consistent with CYS's strategic operating plan, leveraging community resources for success
- Develops and maintains a plan that incorporates fiscal and programmatic growth.

## **Marketing**

- Networks with other community organizations in the area of human services to promote a professional image and keep CYS in the forefront. Presents CYS with a clear vision consistent with stated mission and goals.
- Develops public relations and strong multi-media contacts to promote CYS and raise visibility and community awareness.
- Develops relationships with like-minded organizations to promote collaboration and share best practices when possible.

## **Communication (internal/external)**

- Presents a clear, sound strategy to enhance CYS's communications and marketing efforts as outlined in the strategic operating plan.
- Directs efforts to enhance CYS's internal communication among staff, board, and volunteers.
- Directs efforts to enhance CYS's presence and visibility in the southland through external communications, public relations, and marketing efforts.
- Manages communications initiatives in a manner consistent with corporate identity standards and promising practices.

## **Fiscal Management**

- Manages the organization's financial resources within approved budget, and makes every effort not to allow expenditures to exceed revenue.
- Is timely and thorough in submitting the annual budget, operating plan, and monthly financial reports by required deadlines.
- Manages the budgeting, processing, reporting, and record-keeping in a manner consistent with CYS's policies, procedures, practices, and internal and external control audit standards.

## **Human Resources**

- Possesses a clear, sound strategy to recruit, manage, and retain a qualified and diverse cadre of staff and volunteers.
- Manages staff and volunteers in a manner consistent with CYS's policies, practices, and procedures, and particularly with CYS's commitment to equal employment opportunity per the CYS's Staff Manual.
- Promotes staff development and productivity through effective leadership, coaching, counseling, recognition, and evaluation.
- Provides adequate training for program staff and volunteers consistent with CYS's written procedures and policies.
- Manages HR administrative activities in a timely, thorough, and accurate manner aligned with all U.S. and California employment laws.

## **Board Development**

- Communicates regularly with the board regarding organizational work and issues, and seeks appropriate counsel and direction from board.
- Engages board in efforts to enhance board members' personal growth and development around CYS's mission and work.
- Actively seeks to develop a prominent and influential board that effectively furthers the CYS's mission and represents the community's diversity.
- Responsible for support of all activities associated with the Board of Directors, including staffing for all Board and Committee meetings, creating meeting schedules, determining locations, and developing agendas and meeting materials.

## **Additional Competencies**

**SUPERVISORY RESPONSIBILITIES:** Responsible for supervision of all staff, including: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and resolving problems.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, financial reports, legal documents, technical procedures, and/or governmental regulations; write reports, business correspondence, and procedure manuals; efficiently respond to questions from staff and members of the community; communicate effectively in both written and oral form; and effectively present information to membership, top management, public groups, and/or board of directors.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions; exhibit independent judgment in the development, implementation, and evaluation of plans, procedures, and policies.

**EDUCATION AND/OR EXPERIENCE:** A degree or other equivalent advanced experience in a related field and five years of increasingly responsible administrative experience, at least three of which shall have been in a supervisory capacity.

**OTHER KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of the principles and techniques of research grant administration, contract administration and negotiation, general office administration, community organization, fiscal and organizational management, and principles and practices of marketing and public relations.

Ability to plan, direct, and coordinate activities and negotiate and administer contracts with the following groups: commercial vendors, government agencies, community groups, and other organizations as necessary.

The Executive Director must possess a valid California driver's license and a vehicle available for daily use.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed herewith are representative of the knowledge, skill, and/or ability required.

1/24/12