POSITION SPECIFICATION

CHIEF EXECUTIVE OFFICER
Alum Rock Counseling Center
San Jose, CA

Leadership Search Partners is a search firm focused exclusively on the nonprofit sector. Based in Berkeley, the firm works with local, regional and national nonprofits across California to help them hire exceptional senior-level leaders.

Managing Director & Principal Leyna Bernstein is leading this search assignment. Inquiries may be made, in confidence, to Leyna Bernstein at Leyna@leadershipsearch.com.
TITLE: Chief Executive Officer

ORGANIZATION: Alum Rock Counseling Center

LOCATION: San Jose, CA

REPORTS TO: Board of Directors

MISSION

Alum Rock Counseling Center’s (ARCC) mission is to deliver a full complement of behavioral health services to youth, their families, and individuals in the neighborhoods we serve throughout Santa Clara County. We do so with a deep commitment to respect and reflect the cultural and linguistic diversity of our clients. Partnerships are essential to our success, and we will continue to build lasting connections with local schools, mental and physical health care systems, and other providers.

ABOUT THE ORGANIZATION

For over 40 years, ARCC has worked with youth and families in Santa Clara County, assisting them in breaking the cycles of trauma, academic failure, and poverty. By offering programs that are empathic, hopeful, integrated, and strengths-based, ARCC allows young people to choose a different path and reclaim their lives.

ARCC’s work is guided by the vision of a future where children and youth live in safe, thriving neighborhoods rich in diversity. The major goals that guide the work of ARCC are:

1. Our youth and families have resources for overcoming behavioral health concerns, including substance use and mental health challenges.
2. All of our kids are kindergarten ready.
3. Our youth graduate from middle school, high school, and beyond.
4. Our youth and families are free from involvement with the justice and/or social services systems.
5. Our homes, schools, and neighborhoods are safe – free of violence and dangerous behavior.

ARCC’s continuum of care includes a full menu of services including mobile crisis response, counseling, drug and alcohol services, mentoring, case management, life skills education, truancy reduction, child abuse/neglect prevention, education, and outreach. Their culturally and linguistically competent staff (80% of their direct service staff are bilingual/bicultural in English and Spanish) delivers services where the need exists: at home, on campus (in 50+ schools – preschool through high school), in a clinic located in the heart of East San Jose, and throughout Santa Clara County, deploying mobile crisis response teams when and where needed 24/7.
ARCC firmly believes that community organizations are stronger together, and owes much of its success to its many collaborative partnerships. By joining forces with Bill Wilson Center, Community Solutions, First 5 of Santa Clara County, Foundation for Hispanic Education, Somos Mayfair, Grail Family Services, Amigos de Guadalupe, San Jose Best, and the Santa Clara County Department of Behavioral Health Services, to name a few, ARCC is better able to serve children and families, and the community at large, that are on their path to overcoming the myriad of challenges that come their way.

ABOUT THE OPPORTUNITY

ARCC’s strength as a Behavioral Health Agency derives from deep ties to the community in East San Jose, the cultural competency of its staff, and the agency’s ability to forge lasting partnerships with schools and other community-based organizations. The Board and senior management team are committed to delivering needed services to Latino children, youth, and their families living and working in East San Jose. The new CEO must continue to ensure that ARCC maintains its ability to provide a continuum of highly culturally relevant behavioral health services to the community.

In order to survive and thrive as a viable Behavioral Health Agency, ARCC must continue to adapt to changes in how mental health services are delivered by integrating ARCC’s programs with primary care services and strengthening the agency’s collection and use of relevant outcomes data. The new CEO will continue the effort to provide services in a holistic and integrated health care context, and will ensure that ARCC uses data to ensure high quality services and compliance with funding requirements.

ARCC highly values collaboration, and works closely with other agencies as well as with local schools, faith-based organizations, and with its primary funder, Santa Clara County Department of Behavioral Health Services. The new CEO will be expected to maintain the collaborative culture of ARCC.

Responsibilities

Specifically, the CEO is responsible for:

- **Strategic Direction**
  Leads the organization in the development and implementation of long-term vision, strategies, and plans designed to maximize the effectiveness of programs and services for children and families while maintaining a sustainable business model. Ensures that ARCC meets the challenges of the changing model for funding and delivery of behavioral health services in California. Develops a process for planning, implementing, and evaluating short- and long-range goals for the agency.
• **Administration**
  Oversees the development, delivery, and evaluation of ARCC programs, services, and resources consistent with the mission, values, and goals of the organization. Ensures sound financial planning, management, and organization accountability. Coordinates the implementation of the yearly budget, including the development and implementation of adequate financial controls and practices. Maintains a climate that attracts, retains, and motivates a diverse, high caliber team of staff, volunteers, and board members. Oversees the recruitment, employment, development, and release of all personnel. Ensures that good human resource practices are in place, including the development of position descriptions and implementation of regular performance evaluations. Ensures that the agency complies with all relevant laws, regulations, and applicable policies set forth by the Board and regulators. Negotiates and ensures accountability for all agency contracts and grants.

• **Board of Directors**
  Reports regularly to the Board regarding organizational objectives, financial status of the organization, and other issues relevant to the Board. Attends, as an active participant, all board meetings and serves as an ex-officio member of all task forces and committees as needed. Supervises the implementation of board policy. Provides the Board with information to help members reach sound decisions and establish policies. Provides support, education, and leadership to board members to assist them in their roles and responsibilities. Assists the Board in identifying, recruiting, and utilizing board members with the essential skills to help support the mission and vision of ARCC. Creates effective lines of communication and linkages between the Board and staff.

• **Programmatic Impact**
  Assumes overall accountability for programmatic success, including ensuring that outcomes are set, measured, and met/exceeded. Oversees continual assessment of program relevancy and sustainability. Develops and maintains a thorough knowledge of the issues and stakeholders surrounding youth counseling and support programs relevant to ARCC's mission.

• **Fund Development & Community Relations**
  Responsible for developing and implementing a comprehensive fund development plan that includes corporate, individual, government, and foundation support. Leads the development and preparation of numerous government and foundation funding proposals and reports. Identifies and develops a broad range of community resources and support necessary to accomplish the goals of ARCC. Develops and maintains collaborative relationships with appropriate community, government, school, and nonprofit agencies. Provides a presence for ARCC in the community. Develops relationships and collaborations with appropriate community and government funding sources to build a strong awareness of community needs and the agency's role in serving those needs.

• **Professional Development**
  Creates an annual plan to develop or strengthen essential relationships and skills critical to the CEO's success, in conjunction with the Board.
Professional Experience/Qualifications

Experience:

- 8+ years of executive-level management experience in a nonprofit, community-based organization serving diverse, low income, and at-risk populations
- Substantial experience in a behavioral health and/or primary care setting serving children and youth, including experience with Medi-Cal reimbursed services
- Record of success in strategic program expansion and in responding to community needs
- Experience hiring and retaining highly effective management professionals
- Experience that demonstrates the ability to identify and respond to emerging trends and changes in public sector funding
- Prior experience in engaging in fundraising through individual donor relations and/or grant seeking, or comparable experience that demonstrates the ability to fundraise
- Record of success in developing and maintaining productive relations with external stakeholders including clients, funders, and other providers
- Experience serving diverse populations

Skills:

- Outstanding staff leadership, coaching, and mentoring skills
- Strong financial acumen; comfort and facility using financial data to support and drive decision-making
- Proven ability to ensure high quality, culturally relevant services in a bi-lingual, bi-cultural community setting
- Proven ability to develop and maintain collaborations, partnerships, and relationships with agencies, groups, and individuals

Knowledge:

- Knowledge of best practices and trends in the provision of behavioral health services
- Strong knowledge of best practices in the provision of culturally relevant services to at-risk populations
• Strong understanding of nonprofit financial models and of the financial constraints and reporting requirements of services funded through public sector contracts

Personal Characteristics:
• Skilled communicator who enjoys being the public face of an organization
• Collaborative and inclusive leader with strong listening skills

Education:
• Bachelor’s Degree required
• Master’s Degree in Business or Nonprofit Administration, Psychology, Social Work or related field, or equivalent in professional experience and certification, strongly preferred

Preferred:
• Experience with complex billing and reporting requirements
• Bi-lingual in English & Spanish

COMPENSATION
A competitive compensation and benefits package will be made available to the qualified candidate.

TO APPLY
Leadership Search Partners is conducting this search on an exclusive basis on behalf of Alum Rock Counseling Center. Interested candidates should apply via email by sending a letter outlining qualifications, brief bio, and resume as PDF or Word documents to Search Consultant Leyna Bernstein at Leyna@leadershipsearch.com, with “ARCC CEO” in the subject line. Applications will be accepted through Friday, September 30th, 2016.

Inquiries may be made, in confidence, to Leyna Bernstein at Leyna@leadershipsearch.com or 510-542-2922.

ALUM ROCK COUNSELING CENTER is an equal opportunity employer and is committed to compliance with all applicable laws providing equal employment opportunities. ARCC policy prohibits unlawful discrimination based on race, color, religious creed, sex, gender, gender identity, gender expression, marital status, age, national origin, ancestry, physical or mental disability, medical condition, sexual orientation, military and veteran status, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.
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