



POSITION SPECIFICATION

EXECUTIVE DIRECTOR

Dolores Street Community Services

San Francisco, CA

Leadership Search Partners

is a search firm focused exclusively on the nonprofit sector. As a new division of Brakeley Briscoe, Inc. (BBI), the San Francisco Bay Area-based firm works with local, national, and international nonprofits to help them hire exceptional senior-level leaders.

Senior Consultant & Principal Heather Merriam

is leading this search assignment. Inquiries may be made, in confidence, to Heather Merriam at heather@leadershipsearch.com.



TITLE: Executive Director

ORGANIZATION: Dolores Street Community Services (DSCS)

LOCATION: San Francisco, CA

REPORTS TO: Board of Directors

MISSION

Dolores Street Community Services (www.dscs.org) nurtures individual wellness and cultivates collective power among low-income and immigrant communities to create a more just society.

ABOUT THE ORGANIZATION

Founded in 1983, Dolores Street Community Services (DSCS) is a multi-issue, multi-strategy nonprofit organization with an annual budget of \$7.7M, based in San Francisco's Mission District. The DSCS mission is to nurture individual wellness and cultivate collective power among low-income and immigrant communities to create a more just society. DSCS provides direct services to meet immediate needs, as well as affect broader change by engaging in advocacy and community organizing, working on a wide range of issues – from homelessness to housing to immigration to employment. DSCS believes deeply that these issues are interconnected and that solidarity and the linking of these issues is core to the work in their efforts to create a more just society.

DSCS is seeking an Executive Director who will lead the organization through the next juncture of their 35-year history to build greater organization alignment across program areas, strengthen infrastructure for program collaboration, deepen community partnerships, such as with city officials, collaborative organizations and advocates, philanthropic supporters and other stakeholders, to build a diverse and sustainable funding model.

It is a transformative time in DSCS' 35 year history. Highly regarded as a partner to foundations and the City and County of San Francisco, DSCS has experienced rapid programmatic growth in recent years. The leadership has recently invested considerable resources in order to develop organizational alignment among their diverse programs. Key results to date include formalization of DSCS's organizing work with the development of new advocacy and local leadership that works across programs. In addition, DCSC is in the process of creating a new fundraising and marketing strategy for the agency in order to gain more exposure and private funding for the agency. The new Executive Director will play the lead role in implementing the next phases of these initiatives.



ABOUT THE OPPORTUNITY

Reporting to the Board of Directors, the Executive Director is responsible for the organization's vision, mission, and financial sustainability. The successful candidate will be a community-spirited individual – capable of simultaneously overseeing a broad diversity of work areas while keeping their eye on the big picture. S/he will be skilled in strategic visioning, program planning and management, facilitative and collaborative leadership, financial management, and fundraising. Furthermore, they will have the talent and inspiration to promote DSCS as a strategic partner to funders and other strategically aligned organizations.

Dolores Street Community Services (DSCS) is poised to complete its transition from an umbrella organization with diverse but interrelated programs to a unified, social service and social change organization with a clear path to maximizing its ability to nurture individual wellness and cultivate collective power among low-income and immigrant communities in San Francisco.

This is a fantastic leadership opportunity for an aspiring leader to have a big impact on social justice and positive change in San Francisco.

RESPONSIBILITIES

Major Areas of Accountability

Leadership & Organizational Management

- Serve as a visible and articulate champion for DSCS and its constituents to further the agency's mission, vision, and values, representing and advocating for the agency with public and private stakeholders in diverse community settings
- Work with board and senior management staff on strategic leadership, organizational development and alignment of programming in a way that achieves the goals and objectives of the DSCS mission
- Establish and cultivate an organizational culture that unifies staff, board, and programs to achieve the goals and objectives of DSCS
- Develop, maintain, and support a strong and engaged Board of Directors; regularly report to the board on fiscal, organizational, and operational issues, and implement board-generated policies
- Lead, coach, develop and retain DSCS' high-performance five-member senior management team and provide general oversight and development of 75 staff



- Ensure effective systems to track strategic goals and regularly evaluate program outcomes

Fundraising & Marketing

- Serve as visionary and inspiring voice to increase overall financial support for DSCS
- Develop and implement a fundraising strategy and annual fundraising plan
- Work with board and staff to cultivate and steward relationships with funders, individuals and institutional donors
- Oversee systems for organizational fundraising, including the identification and pursuit of government contracts, foundation grants, and individual donors
- Negotiate agency contracts and grants and ensure that all funds are disbursed in accordance with contract requirements and donor designations
- Oversee development of a consistent brand, including external and internal communications messaging and presence on the web, social media, public campaigns, and community actions

Finance, Administration & Operations

- Oversee development of annual budget and maintenance of cash flow of approximately \$7.8M
- Ensure ongoing programmatic excellence and consistent quality of finance and administration, fundraising, communications, and internal systems
- Oversee human resources function; lead effort to enhance culture of shared leadership and decision making, collaboration, mentorship and staff support

Professional Experience/Qualifications

Successful candidates will have demonstrated commitment to DSCS' mission and have proven leadership, administration, and relationship management experience. Program management experience and passion in housing, workers' rights, and/or immigration direct services as well as community engagement and organizing is helpful.

Additionally, demonstrable experience and other qualifications include:

- Strong vision and strategic planning in a leadership role
- No less than 3 years' experience leading a senior management team in a leadership role in a community-based nonprofit, serving diverse, low income and at-risk populations
- Demonstrated ability to build consensus among diverse staff, yet make potentially unpopular decisions if required
- Organizational management knowledge and ability to create and sustain a culture of collaboration



- At least 5 years of program management experience, with emphasis in at least one of these sectors: Homelessness, housing, workers' rights, and/or immigration including both direct services and advocacy/organizing
- Experience reporting to a board and/or serving in a leadership role on a nonprofit board of directors
- Strong project management skills exemplified by oversight of complex projects
- Experience scaling up capacity of an organization
- Marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures

Skills:

- Strategically focused
- Strong financial management skills
- Able to lead by example
- Ability to mentor staff
- Proven ability to set and achieve strategic objectives
- Excellent written and verbal communication skills
- Strong speaking skills
- Multidisciplinary project management
- Facilitation skills

Knowledge:

- Understanding of government contracts finance
- Supportive housing finance knowledge highly desirable

Personal Characteristics:

- Big picture thinker
- Community builder
- Demonstrated compassion for staff and client
- Humility and confidence
- Dedicated
- Inspirational/Altruistic and Optimistic
- Can-do attitude
- Self-awareness
- Approachable/good listener
- Down-to-earth
- Collaborative

Preferred:

- Bilingual English/Spanish
- Advanced degree in public policy, social work, community planning, or other related field



COMPENSATION

A comprehensive compensation and benefits package will be made available to the qualified candidate. DSCS gives its employees generous paid time off plus medical, dental, vision, long-term disability, life insurance and optional retirement, flexible spending account, and commuter benefits.

TO APPLY

Leadership Search Partners is conducting this search on an exclusive basis on behalf of Dolores Street Community Services. Interested candidates should apply via email by sending a cover letter and resume as PDF or Word documents to Search Coordinator Chelsea Burr at chelsea@leadershipsearch.com, with "DSCS_ED" in the subject line. Applications will be accepted through **Friday, May 17, 2018**.

Inquiries may be made, in confidence, to Search Consultant Heather Merriam at heather@leadershipsearch.com

DOLORES STREET COMMUNITY SERVICES is an equal-opportunity employer and seeks applicants of the greatest diversity possible, including women, people of color, lesbian/gay/bisexual/ transgender individuals, persons with disabilities, and formerly incarcerated individuals.

LEADERSHIP SEARCH PARTNERS is a search firm focused exclusively on the nonprofit sector. Based in San Mateo, the firm works with local, national, and international nonprofits to help them hire exceptional senior-level leaders. www.leadershipsearch.com