



Families In Transition of Santa Cruz County, Inc.

www.fitsantacruz.org

JOB TITLE: Executive Director

STATUS: Full-Time Position

Instructions To Apply:

Please email **a resume and cover letter**, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity to Board@fitsantacruz.org. Applications will be reviewed on a rolling basis. Incomplete applications will not be considered.

Come and join our team! Families In Transition (FIT) is a private non-profit agency which offers services and supports which promote housing stability to families and young adults who are experiencing homelessness or who are at risk of becoming homeless. For 30 years and counting FIT has been in the business of ending and preventing homelessness in Santa Cruz County and has successfully housed 2,000+ families. FIT operates on the premise that partnerships with stakeholders (government, service providers, businesses, employers, educators, landlords and participants) fosters a strong foundation on which participants enrolled in FIT programs can gain skills, tools and resources which lead to increased housing stability, family investment in self-reliance and a healthier community.

Position Overview:

FIT is looking for an Executive Director that is experienced in organizational development and capacity building. After a long history of successful programs, it's time to elevate the board and staff and ensure an infrastructure that will allow the organization to grow.

Primary Responsibilities:

Reporting to the Board of Directors, the Executive Director will have primary responsibility for all aspects of organizational leadership, finance, HR, fundraising, board development and will oversee a strong team of directors on the programmatic side.

Strategic Leadership

- In collaboration with the Board, facilitate execution of the current strategic plan.
- Oversee and lead future strategic planning processes.
- Support the execution of the strategic plan with annual work plans for each department that align with the strategic plan.
- Manage department directors to ensure that a positive and productive culture is being built and maintained for the organization.
- Maintain a working knowledge of significant developments and trends affecting the organization and secure productive and collaborative relationships in the community.

Organizational Management

- Oversee human resources director to ensure robust recruiting, hiring, performance management, professional development, and compliance.
- Ensure that the organization operates in compliance with all statutes governing a 501(c)3 organization.
- Responsible for the staffing structure and effective allocation of human resources and partnerships.

External Relations & Community Building

- Serve as the chief spokesperson for FIT and advocate for its mission and goals.
- Oversee communication of our vision to the public, prospective donors, and community.
- Explore and build relationships with public, private, and nonprofit stakeholders to realize new partnerships.

Financial Management

- In partnership with the Board of Directors, ensure overall financial sustainability and short- and long-term fiscal health.
- Oversee staff responsible for internal accounting controls and financial practices to ensure fiscally sound and accurate accounting, record keeping and reporting systems.
- Ensure that operations are within budget guidelines.
- Oversee contract management for government funding contracts, funding allocations and release of net restricted assets.

Organizational Development

- Create and foster a team-oriented work environment with the goal of generating a creative, energized and mission-driven staff.
- Clearly define measurable goals and results-oriented performance expectations, in cooperation with employees.
- Model professionalism, decisive leadership, effective communication, and creative problem solving.
- Regularly evaluate and allocate staffing resources for most effective

and efficient operations, provide trainings and professional development.

Fundraising

- Evaluate and create fundraising strategies annually for maximum effectiveness.
- Develop a long-term diversified fundraising strategy to meet the organization's growth goals.
- Directly manage the fundraising and communications staff. Actively participate in engaging current and new donors.
- Oversee the Program Directors implementation of strategy and content for funding proposals and reports.

Board Partnership and Support

- Serve as the primary liaison to the Board of Directors and facilitate the Board's involvement in fundraising, policy setting, strategic planning, and financial management.
- Communicate effectively with the Board about all aspects of the organization, including financial status.
- Assist the Board of Directors in Board development and the ongoing identification and recruitment of new members representative of our diverse communities.
- Work in partnership with the board to ensure the organization has all the appropriate policies and procedures in place and that the board is evolving into a governance board.
- In partnership with the board of directors, provide partnership in onboarding, orientation and board development and recruiting.

Qualifications

Significant professional experience, with senior leadership experience in a nonprofit organization, including strategic planning and implementation. Direct experience with strategic planning and execution, organizational development, board development, finance, fundraising, HR and communications. Preferred experience (professional or lived) working with unhoused populations and social services. Demonstrated success serving as an energetic, collaborative, and persuasive external face of the organization and increasing the visibility of an organization.

- Success raising money from a variety of donors to build a strong and diversified donor base.
- Strong financial and operational management experience, including budgeting, forecasting, facilities, and HR management
- Proven communication skills, including speaking, writing, meeting facilitation, and consensus building.
- Demonstrated success building strong partnerships externally and internally.
- Ability to work collaboratively with lead programs staff.
- Ability to balance the desire for collaboration with the need for efficient and

effective business practices.

- Commitment to continuous learning and growth.
- Ability to maximize the effective use of technology and experience with a variety of software programs such as Microsoft Office suite, accounting software (QuickBooks), and database programs.

Total Compensation

- Full-time Exempt position – salary range of \$110 – 130,000 per year
- 18 Paid holidays annually
- After 90 days - generous paid time off, retirement with discretionary employer contributions, life and long-term disability insurance, employer paid medical and dental insurance.
- Family and school friendly, flexible scheduling available

Notice: This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. Families In Transition is an equal opportunity employer which does not discriminate based on age, race, disability, national origin, ethnicity, religion, color, ancestry, veteran statutes, medical condition, gender, sexual orientation, marital status, disability, HIV statutes or any other non-merit-based criteria.