

JOB ANNOUNCEMENT

POSITION: Executive Director
ORGANIZATION: Good Shepherd Gracenter
San Francisco, California

As one of the first organizations in San Francisco dedicated to the service of women in need, the Good Shepherd Gracenter's mission is inspiring: motivated by the belief in the dignity and worth of each person as a child of God, Good Shepherd Gracenter (GSG) is committed to helping women who seek recovery from drug and alcohol addiction. Through a program based on 12-step spirituality and holistic treatment, GSG helps each woman transform and grow toward independence by nurturing an appreciation of her true self and strengthening bonds with her God and community.

Celebrating 75 years last year, the Sisters of the Good Shepherd have managed the Gracenter for the last 20 years. GSG has a strong reputation for stellar treatment success with its 13-bed licensed residential facility. Through a 6 month live-in program, it transforms clients' lives, regardless of their particular religious affiliation or economic capacity. Detailed information about programs and the organization in general can be found at www.gsgracenter.org.

GSG has enjoyed solid results in accomplishing its mission at its current level, and is now poised for future growth with the guidance of a strong Executive Director. With internal infrastructure improvements in progress, this is a perfect opportunity for a natural leader with an entrepreneurial spirit to help GSG reach its full potential.

BUDGET & STAFF: The GSG Executive Director reports to the Board of Directors, operates with 14 staff members, some of whom are part-time, and oversees an annual budget of about \$650K.

BASIC FUNCTION: The Executive Director is responsible for the overall management of the GSG including management of personnel; leading strategic planning & visioning; fund raising and public relations; fiscal & legal oversight and compliance & budgeting; networking and board development; marketing and public relations.

REPORTING RELATIONSHIPS: The Executive Director reports to the Board of Directors, who are led by the Members of the Corporation Leadership Team residing in St. Louis; and directly supervises the following staff: Program Director, and Finance Staff (part-time).

RESPONSIBILITIES: Specifically, the GSG Executive Director:

- Leads long-range planning and visioning, including assessment of programs, in partnership with the Board of Directors, the Program Director and staff members. Ensures that the GSG mission is fulfilled and all activities are in support of it.
- Plans, leads, and helps execute fundraising efforts. In collaboration with the Board, the ED meets and networks with funders and prospective donors and has major responsibility for helping to enhance revenue streams.
- Develops the annual agency budget, ensures proper fiscal accounting and controls in accordance with the guidelines of funding sources and with sound accounting practices. Maintains fiscal solvency of agency.

- Provides leadership and is a mentor to staff and volunteers. Ensures the highest quality of service and the attainment of established programmatic goals and priorities through team building and effective management.
- Working with key staff, particularly the Program Director, oversees program development, execution of programs, grant compliance and reporting. Ensures compliance with all licensing requirements of the California State Department of Alcohol and Drug Programs.
- Direct the marketing, public relations and promotion for all GSG activities, including, but not limited to community outreach, and partner affiliation and development. Initiates and maintains cooperative and collaborative relationships with local related agencies and associations, local nonprofit organizations, and other agencies that support the GSG mission. Establishes and nurtures relationships with businesses, elected officials, and others who can help fund and support GSG programs and services.
- Engages, encourages and helps to build and maintain a strong, active Board of Directors that assists the GSG in fulfilling the mission. Actively recruits for new members to build the Board. Ensures that the Board is actively involved in planning, fundraising, and outreach activities that help further relationships for GSG.
- Is responsible for agency infrastructure, including IT systems, controls, computers, software and related business protocols necessary to maintain and improve agency services.
- Manage the facilities and significant assets of GSG, including but not limited to real estate, information technology resources, furnishings and equipment.
- Ensures that the personnel policies of GSG are adhered to in all hiring and employment practices. Proposes changes in policies to the Board of Directors. Provides for staff development activities that upgrade employee skills and motivate performance.

REQUIRED BACKGROUND:

-Passion for and commitment to the mission of GSG and treatment/recovery programs in general. Tell us about this in your cover letter.

-Minimum of 5 years experience in non-profit management as an executive director or senior manager. The equivalent in the private sector is also acceptable. Must have an understanding and experience with the financial practices and laws governing charitable organizations.

-Prior experience in or sensitivity and knowledge of substance abuse and/or mental health administration, including the delivery of alcohol and substance abuse programs as well as mental health services is a strong preference.

-Substantial record of successful fund raising from public and private sources to support nonprofit agency programs.

-Proven manager, motivator and staff leader. Possess warmth, patience, perseverance, humor and the utmost integrity. Enthusiasm, people skills, commitment, and an inspirational leadership style are a must.

-Financial acumen including budgeting, and fiscal management.

-Extensive experience working with Boards of Directors.

-Exemplary communication skills including public speaking and writing, and an ability to network with community representatives, business executives, foundation officials, donors, and the media. Strong ties to the

local community preferred.

-Ability to understand ones strengths and acknowledge ones weaknesses to then ask for support and/or delegate those responsibilities.

-Bachelor's degree, Masters degree preferred, in a related field.

COMPENSATION:

The compensation package is competitive. Final salary offered will be based on the applicant's meeting job qualifications and commensurate relevant experience. Comprehensive benefits package.
Salary range: \$85,000-95,000 annually, and will be reviewed regularly based on goal achievement.

TO APPLY: Submit your resume, and a letter of interest that articulates your experience as it relates to our needs by **May 5th, 2008**, to:

gsg@articulateintegrity.com

PLEASE DO NOT CONTACT GSG

Good Shepherd Gracenter is an equal opportunity employer. People of color are encouraged to apply.

This search is being conducted by Articulate Integrity.