



EXECUTIVE DIRECTOR

Dolores Street Community Services (DSCS)

Founded in 1983, Dolores Street Community Services (DSCS) is a multi-issue, multi-strategy nonprofit organization, with an annual budget of \$7.7 million, based in San Francisco's Mission District. Our mission is to nurture individual wellness and cultivate collective power among low-income and immigrant communities to create a more just society. We provide 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. We believe deeply that these issues are interconnected, and that solidarity and the linking of these issues is core to our work in our efforts to create a more just society. <https://www.dscs.org/>

DSCS is seeking an Executive Director who will lead the organization through the next juncture of our 35-year history to build greater organization alignment across program areas, strengthen infrastructure for program collaboration, deepen community partnerships, and work to build a diverse and sustainable funding model. Over the next year, the Executive Director will lead the strategic planning effort to achieve a "dual bottom line" that balances our intended impact with financial reality.

It is a transformative time in DSCS' 35-year history. After many years of rapid programmatic growth, we have recently spent considerable time working on organizational alignment among our diverse programs which has resulted in our formalizing our organizing work with the development new advocacy and organizing leadership that works across programs. In addition, we are creating a new fundraising and marketing strategy for the agency in order to gain both 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.

Position Summary

The Executive Director reports to the Board of Directors and is responsible for the organization's consistent achievement of its mission and financial objectives. The successful candidate for this position will be a community-spirited individual, proficient and comfortable handling a variety of tasks and overseeing a broad diversity of work areas. They will be skilled in strategic visioning, program planning and management, facilitative leadership, financial management, and fundraising. They will have demonstrated ability to manage strong internal relationships, as well as strategic external partnerships with city officials, collaborative organizations and advocates, philanthropic supporters, and other stakeholders.

Responsibilities

Leadership & 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.

- Work with Board and senior management staff on strategic leadership, organizational development and alignment programming that meets our mission and realizes our goal of a more unified agency to better serve our community.
- 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.

Administration

- Ensure effective systems to track strategic goals and regularly evaluate program components, so as to measure successes that can be effectively communicated to the staff, Board, funders, and other-constituents.
- Ensure ongoing programmatic excellence and consistent quality of finance and administration, fundraising, communications, and internal systems.
- Develop and maintain an annual budget of approximately \$7.8 million, including cash flow management for our largely cost reimbursement funding sources.
- Ensure compliance with personnel policies established by the Board and with all federal, state, and city employment and workplace regulations. Ensure that the agency complies with all relevant laws, regulations and applicable policies set by the Board and regulators.

Fundraising & Marketing

- Develop and implement a fundraising strategy and annual fundraising plan that results in sustainable funding necessary to carry out strategic priorities.
- Cultivate and steward relationships with funders, individuals and institutional donors.
- Serve as visionary and inspiring voice to increase overall financial support for DSCS.
- Lead and manage systems for organizational fundraising, including the identification and pursuit of government contracts, foundation grants, and individual donors.
- Negotiate all agency contracts and grants and ensure that all funds are disbursed in accordance with contract requirements and donor designations.
- Oversee clear communications messaging and presence on the web, social media, public campaigns, and community actions. Serve as the primary spokesperson for public events and media.

Qualifications

Qualified candidates for Executive Director will be thoroughly committed to DSCS' mission with proven leadership, administration, and relationship management experience. Program management experience is desirable in housing, workers' rights, and/or immigration direct services as well as community engagement and organizing. Concrete demonstrable experience and other qualifications include:

- 10 or more years of nonprofit management or relevant experience, with emphasis in homelessness, housing, workers' rights, and/or immigration including both direct services and advocacy/organizing.
- Advanced degree preferred in public policy, social work, community planning, or other related field.
- Excellent understanding of nonprofit finance, understanding of supportive housing finance highly desirable.
- Track record of effectively leading a performance- and outcomes-based organization and staff, with specific examples that have taken an organization to the next stage of growth.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams and staff.

- An ability to bring strategic thinking, compassion, and persuasion, and to model a collaborative, effective approach in every aspect of this work.
- Enthusiasm to lead an organization comprising a stellar team of diverse staff and to interact with an ethnically and economically diverse population.
- Proven ability to set and achieve strategic objectives and manage a budget.
- Success in working with a Board of Directors with the ability to cultivate existing Board member relationships.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project and facilitation skills.
- Bilingual English/Spanish preferred
- Ability to work occasional nights and weekends as needed.

Reports to: Board of Directors

Compensation: \$95,000-\$109,000* commensurate with experience, generous paid time off plus medical, dental, vision, long-term disability, life insurance and optional retirement, flexible spending account, and commuter benefits. *DSCS operates under the principle that none of its employees shall make more than four times that of the lowest paid employee, so at this time the salary cap is firm.*

Schedule: Full-time exempt position

To apply: Interested candidates may submit a cover letter and resume to EDselection@dscs.org. Applications must be received by 11/10/17; *applications received after this date considered on a case by case basis.* Incomplete application submissions will not be considered.

Dolores Street Community Services (www.dscs.org) 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.