



**Executive Director**  
**San Francisco Bay Area**  
**Full Time, Exempt**

### **Mission**

Donaldina Cameron House ([www.cameronhouse.org](http://www.cameronhouse.org)) has empowered generations of Chinese-American individuals and their families to fully participate in and contribute positively toward a healthy society. We put our Christian faith into action to help people learn, heal, and thrive.

Cameron House was founded by Presbyterian women in the Chinatown community in 1874 to support social justice for women and their families when they were threatened with domestic slavery. Today, Cameron House holistically supports Chinese immigrants and other Asian-American individuals and their families in the San Francisco community with a vast array of social services and youth ministry programs. Cameron House is a vital and dynamic community, blessed with strong support from an alumni base of over 5,000 people. This vibrant agency's dedicated staff, Board and over 100 volunteers support programs and services for over 1,000 individuals and families each year.

### **Summary of Responsibilities**

The Executive Director (ED) at Cameron House will have overall strategic and operational responsibility with direct responsibilities in leadership and management, fundraising, communications, community support, and collaboration. The ED reports to and works collaboratively with the Cameron House Board of Directors (Board) to achieve the Agency's mission.

The ED must have demonstrated excellence in organizational management with the ability to mentor staff, manage and develop high-performance teams, set and achieve strategic objectives and manage a budget.

### **Responsibilities include, but are not limited to the following:**

#### **Leadership & Management**

50%

- Lead Cameron House mission with clarity and focus to support programming for our community.
- Act as the primary spokesperson for Cameron House and its mission.
- Oversee and ensure ongoing programmatic excellence, rigorous program evaluation and consistent quality of finance and administration, fundraising, communications, and systems.
- Lead strategic initiatives with recommended timelines and resources needed to achieve the strategic goals.
- Engage and energize our volunteers, Board, committees, alumni, partnering organizations and donors.

- Collaborate with the Board for strategic direction and consensus building to address the needs of an ever-changing community.
- Lead, mentor, develop and retain our high-performance senior management team; enhancing opportunities for staff development, staff recognition and staff spirit toward a unified vision with focus.
- Partner with the Cameron House Foundation Board of Directors to grow the foundation's capital.
- Serve as ex-officio of committees.
- Ensure effective systems to evaluate program components that can be effectively communicated to the Board, donors, and other constituents.

#### **Fundraising**

20%

- Sustain and expand revenue generating and fundraising activities to support existing and new program operations, while provisioning for future capital expenditures and cultivating long term donor relationships.
- Work with Development team on fundraising plans and strategies, including grant writing; strengthening donor relationships.

#### **Community & Collaboration**

25%

- Establish effective working relationships with collaborative partners, which include community-based organizations, faith-based organizations/churches, government agencies, and others.
- Provide leadership, with consortium and collaborative partners, on issues and challenges facing the community.
- Build partnerships and relationships with funders and political and community leaders to support strategic goals and objectives.
- Maintain current knowledge of significant developments and best practices that meet the current and future needs of the community.
- Maintain and develop the partnership relationship with the Presbyterian Church in Chinatown (PCC).

#### **Marketing and Communications**

5%

- Deepen and refine all aspects of communication, from web presence to community awareness with the goal of increasing awareness of our programs and services.
- Effectively communicate verbally or in written form to individuals, groups, and the larger community about the agency's mission, vision, and services we provide.

#### **Qualifications Required**

- Bachelors' or Masters' degree
- Minimum of five years of senior nonprofit leadership and management experience, preferably in the area of social services, education and/or youth services.
- Minimum of five years of major fundraising experience.
- Successful direct oversight experience in fiscal management and budget development.
- Effective partnering with a nonprofit Board of Directors to achieve the agency's strategic goals.
- Strong marketing and public relations experience to engage a wide range of stakeholders.
- Experience working with and addressing the needs of immigrant families in the Bay Area.
- Strong public-speaking and social skills.

- Demonstrated sensitivity to issues of cultural diversity, and demonstrated ability to lead with humility in a diverse workplace.

#### **Qualifications Preferred**

- Ability to communicate effectively in Cantonese and/or Mandarin as well as English.
- Experience and/or understanding of the mission and structure of the Presbyterian Church (USA).
- Experience collaborating with social service-related agencies and city officials.
- Grant writing skills.

#### **Compensation and Benefits**

The competitive salary depends on experience. Cameron House offers a competitive benefits package, including medical, dental, and employer 403b.

#### **Apply in email to [candidate@janssenrecruiting.com](mailto:candidate@janssenrecruiting.com)**

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Email in separate word documents, your resume and a cover letter to [candidate@janssenrecruiting.com](mailto:candidate@janssenrecruiting.com). Please include your LinkedIn profile URL. Applications will be accepted until filled.

By applying for this position, you agree that you have read the Job Description and this notice: All applicants will be considered. Only those whose skills and experience most closely fit the requirements will be contacted. If you do not hear from us, we will keep your resume on file. We will not release your resume or contact information without your permission. Your candidacy will be held in the strictest confidence. Thank you. [www.janssenrecruiting.com](http://www.janssenrecruiting.com)

Cameron House is an equal opportunity employer.