



# BOOKER T WASHINGTON

## COMMUNITY SERVICE CENTER

800 Presidio Avenue  
San Francisco, CA 94112

415.928.6596 office  
415.885-3382fax  
info@btwcsc.org  
www.btwcsc.org

### BOARD OF DIRECTORS

Laurence D. Griffin  
President

Phillip Stone  
Treasurer

Carlos Reed  
Vice President

Andrea Patton-Housley  
Secretary

Farah Makras  
Jimi Harris  
Eric Safire  
Shelley Bradford Bell  
Stephanie Tomao  
Adam Goldenberg  
Gail Jackson-McCray  
Julian Davis

Patricia Scott  
Executive Director

## JOB ANNOUNCEMENT

### EXECUTIVE DIRECTOR

*For nearly a century, the Booker T. Washington Community Service Center has served the children and families of San Francisco with programs designed to reduce the many disparities faced by African-American, immigrant and other low-income communities. More recently, the center has expanded programs to address the influx of new immigrant communities and address the needs of transition aged youth. We offer pragmatic programs to empower youth to integrate into the economic and social mainstream of society, and to counter trends of unemployment, violence, and academic failure in our communities.*

### SUMMARY OF POSITION DUTIES AND RESPONSIBILITIES

The Executive Director (ED) provides leadership for the Booker T. Washington Community Service Center (BTW) and coordination with the John Burton Housing partnership. The ED is responsible for implementation of the Strategic Plan – March 2017. The ED directs planning, fundraising, marketing, general management, financial management, program creation and oversight, housing collaboration, and fostering volunteer/board/city relations. The ED works collaboratively with the Board of Directors to ensure achievement of BTW's mission, strategic initiatives, and financial sustainability.

### SENIOR LEADERSHIP COMPETENCIES

As the leader of the Executive Team, the position is expected to:

- Develop, embrace, model, inspire and communicate institutional mission, vision and goals.
- Demonstrate exceptional leadership skills in motivating staff, delegating tasks, encouraging independent problem-solving by individuals and teams, and providing an understanding of the institutional vision as a context for individual and Center work plans.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Executive & Organizational Leadership

- Responsible for strategic implementation of broad institutional decision-making, including strategic planning and capacity building in alignment with mission
- Contribute to the prudent and ongoing monitoring of annual budget and financial demands to ensure a sustainable future
- Represent BTW to stakeholders both internally and externally, including committees of the Board, neighbors, and partners
- Lead institutional revenue and profitability strategy-making. Manage and negotiate legal, contractual, and governmental filings and insurance to ensure compliance
- Provide a high degree of visibility to a diverse multicultural community by serving as chief spokesperson of the Museum at local, regional and national level and to government, professional, civic and private agencies, as well as to the media.
- Interpret and communicate community needs, attitudes and resources affecting the Center to internal and external constituencies; oversees the Center's response to community needs and assures public engagement in programming; and establishes and strengthens partnerships with relevant community groups to further the Center's mission and visibility.

### **Management & Administration**

- Develop and direct the implementation of goals, objectives, policies, procedures and work standards; plans, organizes, manages and directs center activities.
- Oversee the development and administration of the BTW budget; monitor expenditures and preparation of budget related documents and audits.
- Oversee facilities management and safety protocols including ongoing maintenance and long-term planning for physical plant and technology infrastructure.
- Hire and supervises staff. Ensure that personnel policies of the agency are adhered to in all hiring and employment practices.
- Conduct regular staff performance reviews.
- Provide an organizational culture that facilitates enriched learning and development of staff.
- Prepare cost-benefit analyses for current and future programs or events, for Board approval.

### **Fundraising**

- Engage and work closely with Trustees, key stakeholders, and high-level volunteers on the fulfillment of goals and participation by BTW staff in assuring the success in implementation and achievement of annual and long-term fundraising goals.
- Manage and participate in comprehensive fundraising campaigns; assumes a strong leadership role in identifying cultivating and soliciting major gifts and grants.
- Create and manage a long-term revenue generation plan.

### **EDUCATION AND EXPERIENCE**

A combination of experience and education that demonstrates the necessary knowledge and abilities for this position:

- B.A./B.S. in a relevant field
- Master's Degree preferred
- Relevant work and/or education experience relevant to non-profit management.
- 5+ years' experience at senior or executive director level of at least a similar sized organization.

### **ADDITIONAL QUALIFICATIONS**

The position requires significant knowledge of:

- Contemporary governance practices, ethics, and legal issues related to running a nonprofit in California.
- Ability to effectively with a Board of Trustees to achieve accepted standards of Board governance, Board leadership and oversight to ensure a vibrant center in service to the public.
- Ability to act as leading spokesperson for BTW including managing politically and culturally sensitive situations and media demands.
- Personnel management, employee relations, team building, setting goals, long and short-term planning, budget development, and financial management.
- Fundraising, donor cultivation and stewardship, and oversight of major fundraising campaigns.
- Considerable knowledge of marketing, communications, and community development strategies including contemporary civic engagement practices.
- Ability to establish and implement short and long-term strategic plans and priorities.
- Functional knowledge of current technologies, and programs such as Word and Excel

### **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

While performing the duties of this position, the employee is frequently exposed to the following:

- Noise, such as groups of people working in enclosed areas.
- Typical office environment.
- Ability to lift up to 25 pounds.

### **EEO STATEMENT**

Booker T. Washington CSC is a multicultural organization, committed to diversity and practicing equal opportunity employment in recruitment and hiring. Qualified candidates of diverse backgrounds are encouraged to apply for open positions.