



# **BOOKER T. WASHINGTON**

**COMMUNITY SERVICE CENTER**

**Are you a strategic leader driven by your values, and looking for an opportunity to have a significant impact on youth, families, and seniors in San Francisco?**

The Booker T. Washington Community Service Center is looking for a seasoned professional to serve as its Deputy Director as it expands and deepens its impact. For the incoming Deputy Director, the next several years at BTWCSC will present a rewarding leadership opportunity in an organization that has built upon its resilience, innovation, and integrity as well as a commitment to justice, equity, inclusion, and belonging.

## **Mission:**

[The Booker T. Washington Community Service Center](#)'s mission is to empower the lives of our community by offering individuals and families the services and support they need to become self-sufficient. The oldest Black-led, Black-serving organization in San Francisco, BTWCSC has been a beacon of support and light for the Fillmore/Western Addition community for more than a century. We work to reduce economic and racial disparities by serving as a one-stop hub that provides affordable housing, education, senior services, family stabilization, workforce development, and community building. BTWCSC is an anchor institution and is one of the few urban spaces where anyone in the community can access comprehensive services, from a hot meal to childcare to academic support to senior services.

## **Ideal Candidate**

You are a strategic and inspirational leader with a demonstrated commitment to equity who will continue to inspire, advocate, and innovate to achieve our vision. You should be a confident leader, effective communicator, fiscally and politically savvy. You feel comfortable partnering with the Executive Director to lead an organization that values integrity and collaboration and embraces the diversity of the community we serve. This might include your personal experience within a low-income community or experience working for organizations that have an equity focus. This is a full-time, exempt position based in the Fillmore/Western Addition area of San Francisco.

**Strong candidates will possess many of the following education, skills and experience:**

- BA/BS required.
- Master's Degree in social services and/or nonprofit management or related field, is preferred but not required

- Senior management in a comparable nonprofit or public sector organization
- A proven track record at leading sustainable growth and managing change
- Demonstrated capacity to build alliances and sustain collaborative relationships with organizations and communities with diverse cultural, economic, and political needs and perspectives
- The ability to supervise, manage, retain, empower a diverse staff that reflects the communities we serve, as well as maintain a high level of engagement that effectively utilizes their talents.
- Exceptional communication skills including meeting facilitation, consensus building, speaking, and writing

**In addition, candidates will need to:**

- Effectively utilize information technology and database software. Work occasional nights and weekends as needed to support site operations and community events
- Provide their own car, proof of insurance, and a valid CA driver's license. Pass a criminal background check.
- Work consistently and in person and on-site at our Center and in community in San Francisco, CA

**Job Responsibilities**

The Deputy Director works in partnership with the Executive Director and other members of the leadership team and is responsible for the overall management of the organization. Key job responsibilities include:

*Leadership and Management*

- Lead programmatic function in a manner consistent with BTWCSC's mission, vision, values, commitment to equity, and racial justice approach
- Structure and lead teams to develop outstanding client services
- Oversee and support BTWCSC's directors, supervisors, and direct reports to cultivate a culture of learning and empowerment; provide direct supervision to BTW's Directors.
- Provide mentoring, coaching, accessible sound board/resource.
- Participate in all scheduled Board of Directors meetings.
- Support BTWCSC's Strategic Planning and Fund Development processes
- Play a central role on the leadership team and other assigned community/stakeholder committees

*Program Planning, Development, and Implementation for Social Services*

- Provide oversight and evaluation of the BTWCSC's housing, workforce, wellness, and youth, family and senior development programs, services, budgets, and staff to ensure compliance and alignment with service goals and objectives
- Manage programs to ensure that programs operate within the approved budget
- Track and monitor current program evaluation measures and develop new program evaluation frameworks to assess program strengths and identify areas for improvement.

- Ensure timeliness and accuracy of program staff data entry and billing for all program staff, on a daily, weekly, and monthly basis.
- Develop thought leadership around specific topics/emerging practice areas; regularly conduct research to stay current on related efforts, initiatives, and opportunities.

#### *Operations/Administration*

- Partner with the ED in essential internal leadership activities (human resources, administration, and organizational planning)
- Manage and support BTWCSC Leadership Team of Directors
- Implement human resources policies, procedures, and practices of the organization
- Develop, track, and monitor monthly financial management reports (staffing, program budgets, accounts receivable schedule)
- Establish and implement appropriate onboarding, orientation, and professional development experiences for all staff
- Actively engage with clients and other stakeholders to gain community support for the program and to solicit input for program improvement/enhancement.
- Liaise with staff, partners, and subcontractors to ensure effective and efficient program delivery
- Additional duties as needed by Executive Director

#### **Benefits and Compensation**

This position is full-time and exempt with an annual salary range of \$100,000 to \$110,000 plus a full benefits package including:

- Excellent health, dental, and vision benefits
- Life and disability insurance
- 15 days paid vacation, plus holidays and Center breaks
- 401(k) with employer contribution
- Professional development, including conferences, seminars, webinars, and trainings

*BTWCSC is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to race, color, creed, religion, sexual orientation, partnership status, gender and/or gender identity or expression, marital, parental or familial status, national origin, ethnicity, alienage or citizenship status, veteran or military status, age, disability, or any other legally protected basis. Pursuant to the San Francisco Fair Chance Ordinance we will consider for employment qualified candidates with arrest and conviction records.*

#### **BTWCSC Staff Vaccination Policy**

BTWCSC has implemented an org-wide vaccination requirement that requires all new staff to be fully vaccinated before their first day of work. We have made this decision for the safety of our participants and employees and to enhance our ability to continue to provide the vital services we offer to our participants. As part of the onboarding process,

new hires will be asked to submit proof of vaccination status prior to their first day of employment.

If you are unable to get vaccinated against COVID-19 for medical or religious reasons, you can request reasonable accommodation. An interactive meeting will be scheduled to discuss your request.

BTW does not discriminate against individuals with actual or perceived infection with COVID19 or based on an actual or perceived history of such infection nor based on any protected status.

**Start date:** February 1, 2023

**Application process:** Please submit 1) resume and 2) cover letter and 2) two references to [nmiller@btwcsc.org](mailto:nmiller@btwcsc.org).

**Application Review Beginning:** December 19, 2022

**Deadline for applications:** Ongoing until position is filled