



Executive Director Position Announcement
Family Paths, Inc.
Oakland, CA

ABOUT FAMILY PATHS, INC.:

Family Paths, Inc. (Family Paths) is a \$5M non-profit organization of mental health professionals and dedicated volunteers that provides mental health, counseling and therapy services to low-income, multi-stressed individuals and families in Alameda County. Services include a 24-hour Parent Support Hotline, a 24-hour Foster Parent Advice Line, CalWORKs Case Management, Positive Parenting Classes, and counseling for children, adolescents, adults and families. Family Paths is an inclusive, caring, multicultural agency committed to serving all families regardless of age, ethnicity/race, financial status, language, sexual orientation, immigration status, class, religion, gender, mental or physical ability.

POSITION OVERVIEW:

The Executive Director (ED) is hired by the Board of Directors (Board) to be the Chief Executive Officer of Family Paths. The ED is ultimately responsible for the management of all agency programs, the management of all agency fiscal resources, the supervision of all staff, and the provision of quality services to the community. This is a full-time, exempt position that is directly accountable and reports directly to the Board through its elected President.

POSITION DUTIES:

Mission: Responsible for the consistent achievement of Family Paths' mission and financial objectives by:

- Setting organizational and programmatic goals and objectives and developing projections of needs and funding.
- Formulating and administering all major operational policies and procedures.
- Reviewing operating results, comparing them to established objectives, and correcting unsatisfactory results.
- Dispensing advice, guidance, direction, and authorization to carry out major plans and procedures, consistent with established policies and Board approval.

Community and contracts: Facilitates collaboration between Family Paths and other public and private agencies to develop programs that match community needs, including:

- Acting as primary liaison with governmental entities and community organizations.
- Negotiating program contracts that fit the Family Paths mission and staff capabilities.
- Ensuring that Family Paths programs are developed to meet contract requirements, supervised, and evaluated, and that records and reports on programs are maintained.

Management and staffing: Promotes a community-building and culturally-competent climate that attracts, retains, and motivates top quality staff (~75 employees) and volunteers, including:

- Hiring and supervising an effective management team, with provision for succession.
- Delegating authority to managers and staff members according to their job descriptions.
- Overseeing all employment actions, performance standards, and personnel records for Family Paths staff, within established guidelines and policies.
- Implementing appropriate personnel training and development.

Board: Provides information and support that enable the Board to fulfill its responsibilities while facilitating positive relationships between Family Paths management and the Board, including:

- Acting as primary staff liaison with the Board and involving each Board member at an optimum level.
- Keeping the Board fully informed on the current condition, emerging trends, and new challenges and opportunities for Family Paths.
- Working with the President of the Board to ensure effective and efficient board committee structure and composition, appropriate Board recruitment and development, and effective meeting agendas.

Fundraising: Works with the Board and key staff to develop fundraising goals and raise new funds for programs, capacity-building, and increasing Family Paths assets, including:

- Working with the Development team to create and implement a comprehensive funding strategy that includes grants, individual fundraising, and events.
- Identifying and securing relevant governmental funding streams.

Fiscal: Oversees the adequacy and soundness of Family Paths' financial structure and ~\$5M operating budget by:

- Creating budgets and submitting regular budget and expenditure reports to the Board.
- Overseeing expenditures to assure that Family Paths is operating within the requirements of its contracts and available resources.
- Maintaining an accounting system that meets all compliance standards.

Facilities and infrastructure: Ensures that ownership, leases, and maintenance of Family Paths facilities follow all legal, regulatory, contract, and loan compliance, including:

- Maintaining and deriving income from the Grove Building.
- Ensuring adequate rental space for programs in Hayward.

Other: The ED will perform additional duties as directed by the Board.

QUALIFICATIONS:

The ideal candidate will be a proven leader, manager, and professional with a deep understanding of and appreciation for how best to serve diverse communities through clinical work. The candidate will be committed to and motivated by the dedicated Family Paths staff, Board, and the populations they serve, as well as being savvy about managing the finances and operations of a multiservice agency juggling many contracts and relationships. The successful candidate will be positioned to build on Family Paths' recent successes while setting the stage for its next phase.

Professional attributes:

- At least 5 years of senior-level nonprofit leadership, fundraising, planning, and management experience, including budgeting and financial management
- Clinical background strongly preferred, including experience with trauma-informed care
- Experience working with low-income and minority populations and contracting with public agencies
- Proven track record of building an inclusive, diverse, high-performing workplace culture
- Familiarity with the community, social services, and governmental systems with which Family Paths interacts
- Master's degree in clinical psychology or a related field; comparable education and experience may be substituted for advanced degree in some cases

Personal attributes:

- Commitment to Family Paths mission, community, and population served
- Team player, especially with staff and Board
- Excellent judgment
- Strong communication and relationship-building skills in order to work with a wide variety of stakeholders, including public agencies
- Ability to prioritize and sustain the competing needs of a multiservice agency
- Familiarity with the Bay Area community and/or success working in another diverse, urban, multicultural area

COMPENSATION:

Salary begins at \$120,000 and is dependent on experience and qualifications. Family Paths offers a comprehensive benefits package.

TO APPLY:

Please send your resume and cover letter to careers@familypaths.org. Specify how you learned about this position in the cover letter.

Deadline is February 1, 2016; applications will be reviewed on a rolling basis until that date. For more information, please visit www.familypaths.org.

Family Paths is committed to creating a diverse environment and is proud to be an equal opportunity employer. We are committed to maximizing the diversity of our organization. All qualified applicants are encouraged to apply.