



Mountain Community Resources
PO Box 105
Ben Lomond, CA 95005

JOB DESCRIPTION

Executive Director: Full Time
Salary Range: \$55-65,000/annual
**Benefits: 11 paid Holidays,
Paid Vacation/Sick,
Medical/Dental**
Reports to: Board of Directors

Mountain Community Resources (MCR), a family resource center, has been helping neighbors in the San Lorenzo Valley and Scotts Valley communities of Santa Cruz County since 1982. MCR offers educational programs and social services that work directly with individuals and families to provide a network of opportunities that help people thrive. At this time we're searching for an experienced leader with a strong record of achievement in nonprofit management and fund development.

The Executive Director (ED) works collaboratively with public and private agencies and the community to deliver coordinated services via MCR. The ED directs MCR's functions by performing duties personally or through program supervisors, staff, and volunteers. The ED ensures the continuation of the organization through the generation of new funding and redirection of services through the center and monitors outcomes and evaluations of services.

Responsibilities include:

Planning and Fund Development

- Facilitate planning process and implementation of activities to ensure the short and long term funding needs of the agency, including grants, annual campaign, events, planned giving, and endowments, in collaboration with the Board of Directors;
- Build and maintain relationships with, and represent MCR to, current and potential funders and community partners;
- Facilitate strategic planning process with appropriate staff, board, client, and community involvement;
- Be alert to potential issues and opportunities that may affect agency and ensure that proactive positions are taken;
- Manage Capital Campaign by working with volunteer committee and consultants to secure the purchase of our building.

Program Management

- Work with the program staff, board, and volunteers to develop programs in accordance with agency goals, including developing new programs, modification of existing programs and elimination of obsolete programs;
- Overall program management to include:
 1. Multi-agency program coordination;
 2. Coordination among MCR programs;
 3. Advocate for programs that effectively meet client needs;
 4. Program evaluation in accordance with funding source requirements and policy.

Fiscal & Organizational Management

- Develop, manage, and monitor the annual budget to ensure spending and revenue are within approved limits;

- Oversee/manage finances of organization in accordance with state and federal guidelines governing 501(c)(3) organizations and in accordance with generally accepted accounting principles;
- Present financial reports to board on a monthly basis;
- Ensure that grant funds are spent in accordance with contracts, and submit timely reports to grantors as required;
- Bring all appropriate issues and policy decisions to the board in a timely manner so that they are addressed and resolved;
- Work with president and nominating committee to integrate new members and provide for ongoing leadership development;
- Provide all board committees with competent staff and support;
- Maintain board's interest and enthusiasm through appropriate involvement.

Personnel Management

- Provide leadership that ensures all staff and volunteers are treated in accordance with the organization's mission and philosophy;
- Work cooperatively with people from a wide range of backgrounds, supporting and engaging staff in participatory decision making in an environment that fosters teamwork and success;
- Hire, train, support, fire, and review staff and volunteer performance as necessary and required by agency policy.

Public Relations/Community Development

- Establish and maintain contact with key individuals and organizational networks to:
 1. Further agency mission;
 2. Advocate for clients and community needs;
 3. Keep in touch with community needs and ensure that our programs are responsive;
 4. Provide feedback to MCR programs;
 5. Advocate and provide leadership for programming;
- Represent MCR to elected officials, other agencies, and community collaboratives such as Human Care Alliance, Family Resource Network, etc.;
- Develop new public and private partnerships.

REQUIREMENTS:

- BA/BS degree, preferably in Social Services or related field;
- Five years of management experience, preferably in a nonprofit setting, experience in a Human services agency a plus;
- Proven track record of fund development;
- Networking abilities, good people skills. and excellent relationship building skills;
- Written and oral communications skills, including excellent presentation skills, research and networking abilities;
- A knowledge of, and ability to reflect, local issues;
- Familiarity with Principals of Family Support practice;
- Bilingual a plus;
- Experience with Capital Campaigns a plus;
- Knowledge of community disaster preparedness programs helpful;
- Ability to maintain a calm perspective during crisis;
- Excellent listening skills, strong sense of humor, and ability to assess staff and volunteer needs and respond appropriately;
- Maintain agency confidentiality standards as delineated in the Personnel Manual.

Cultural Competence:

- Support and contribute to a diverse and sensitive environment;
- Maintain an open and cooperative approach towards people of different ethnicities, sexual orientation, gender, race and religion and socio-economic status.

TO APPLY:

Send resume and letter of interest to:

MCR – Attn: ED Search, PO Box 105, Ben Lomond, CA 95005

Or email to ken@mountaincommunityresources.org

No faxes or phone calls, please.

Mountain Community Resources is an equal opportunity employer and equal opportunity agency, prohibiting discrimination against employees or applicants, clients or participants on the basis of sex, race, color, gender, age, national origin, ancestry, marital status, sexual orientation, physical disability or appearance, mental disability, veteran status, religion, political affiliation or any other characteristic protected by state and federal law. All job assignments, promotions, transfers, and salary considerations are made on the basis of past and present job performance, personal conduct, and ability to perform the assigned duties.