

## Position Description and Job Announcement

<b>Position:</b>	Executive Director
<b>Organization:</b>	Raphael House
<b>Location:</b>	San Francisco, CA
<b>Reporting Relationship:</b>	Board of Directors

### Agency Overview:

For thirty eight years, Raphael House has been a leader in family services in San Francisco. The mission: “Moving Families from Crisis to Community”. Through a “homeowners” approach to social service, we work with parents and families to lay the foundations for a lifetime of healthy development, achievement, and stability. Long after a family departs to stable housing, our staff, volunteers, and board of directors remain committed to the lifetime success of each of our families through a spectrum of AfterCare services. Our residential shelter program has a proven history of providing the foundation for healthy growth and development of children and families. What began as a homeless shelter has grown into a full service family support center where families thrive. Conceived as the first shelter for children and families experiencing homelessness in Northern California, Raphael House provides an environment of loving support where families and children are able to restore and strengthen bonds as they move toward brighter, more hopeful futures. More than 17,000 individuals have passed through our doors where they have received the necessary tools to set in motion a cycle of renewal and growth. Raphael House is a secular non-profit built upon the multi-denominational faith and moral value traditions first enumerated by Ella Rigney Hoffman, the founder, and carried forward over the succeeding decades by the live-in community, the staff and the Board of Directors.

### General Summary:

The Executive Director serves as the chief executive officer of Raphael House, with primary responsibility for growing and improving the quality of the programs and fundraising, providing leadership for the board committees, the agency, and the community at large. Reporting to the board of directors, the Executive Director ensures that Raphael House, with an annual budget of approximately \$2.3 million and approximately 40 staff members, is fiscally sound and that its internal and external communications, fundraising, and programs are meeting the needs and interests of its constituents. The Executive Director is responsible for the overall direction and management of the organization’s programs, services, resource development, finances and personnel, in accordance with the organizational mission, long range plan, and operational policies of Raphael House. The Executive Director must be both a leader and manager who is adept at balancing internal management with external impact and visibility. This individual must be an outstanding communicator who is able to convey effectively the mission and activities of the Raphael House to the public.

## **The Ideal Candidate**

The ideal candidate will bring his or her passion for the mission of helping families – moving them from crisis to community. He or she would be credible, competent, and compassionate and be able to build a working team internally and serve as a strong voice to the community externally. Extra-ordinary communication skills are a must. This would include the ability to move both the head and the heart, speak to diverse populations and inspire others to serve the mission of Raphael House. He or she must be able to both lead and manage, bringing technical competence, strategic vision, and articulate engagement to the work at hand. A track record of leading a similar sized and aligned organization would be a tremendous plus. A bay-area based candidate, with established relationships and existing civic contacts would be strongly preferred. He or she must have familiarity and comfort with a faith-based social service environment and must be able to successfully lead within a therapeutic, spirituality based milieu.

### ***Leader/Visionary***

- Advises the board on strategic issues
- Advocates and promotes RH to stakeholders, collaborators, and clients
- Leads, supervises and supports senior management and staff
- Assists in the creation and ongoing development of a strategic vision for RH
- Develops tools, resources, and processes to implement that vision
- Provides leadership in creation of long-range development plan
- Anticipates needs in the community and agency response to those needs
- Develops programs that meet the mission and are sustainable

### ***Collaborator/Connector***

- Ensures that the board is informed on all appropriate issues
- Maintains and strengthens connections in the community
- Assists the board in its own board development cycle, from recruitment through evaluation and succession planning

### **Long Range Vision for Raphael House:**

1. Transform RH into a broader, larger family support organization
2. Develop a sustainable leadership model
3. Secure our financial future
4. Embrace technology as fundamental to our future
5. Grow while maintaining our philosophy and value of RH as a family in everything we do

## Responsibilities:

- Exhibits enthusiasm, expertise, vision, passion, collaboration, and leadership.
- Provides leadership to staff. Ensures the highest quality of service and the attainment of established programmatic goals and priorities through team building, accountability, and effective management.
- Plans, leads, and helps execute development efforts. In collaboration with the board and the staff, meets and networks with funders and prospective donors and has major responsibility for helping to enhance revenue streams..
- Develops the annual agency budget and ensures proper fiscal accounting and controls, in accordance with the guidelines of funding sources and with sound accounting practices, along with board and staff members. Maintains fiscal solvency of the agency.
- Working collaboratively with the senior management team and relevant staff, board members, and volunteers, oversees program development, execution of programs, and accountability to mission and stakeholders. Ultimately is responsible for Raphael House programs overall.
- Leads long-range planning and visioning, including assessment of programs, in partnership with the board and with staff members. Ensures that the Raphael House long range plan is fulfilled and updated as necessary.
- Initiates and maintains cooperative working relationships with local, state, and national organizations that serve families and the homeless.
- Establishes and nurtures relationships with businesses, elected officials, and others who can help support and fund Raphael House programs and services.
- Engages and encourages a strong, active board of directors that assists the organization in fulfilling its mission. Ensures that the board is actively involved in planning, fundraising, and outreach activities that help build relationships beneficial to Raphael House.
- Serves as agency spokesperson and acts as a liaison with other public sector agencies, foundations, and businesses. Actively engages in public relations and media communications. Provides strategic oversight in all marketing and communications.

**Qualifications:**

1. 5 to 10 years senior-level leadership/management experience, with significant experience managing financial activities, development, operations and human resources, budgeting, and strategic planning, preferably in a nonprofit organization and/or with considerable interaction with the nonprofit sector.
2. Direct experience working with families and at-risk populations.
3. Demonstrated capacity to build alliances and create collaborative relationships with other nonprofit/governmental entities.
4. Proven ability to build and maintain highly motivated and diverse staff teams. Visionary, yet grounded.
5. Exemplary communication skills, including public speaking and writing, and an ability to network and develop and maintain relationships with community representatives, business executives, foundation officials, donors, and the media.
6. Possess integrity, a strong work ethic, and passionate commitment to the work of Raphael House.
7. Graduate degree in an applicable field of study from an accredited college or university (MSW, MA, or equivalent degree minimum requirement).
8. Comfort, familiarity, and capacity to work within the context of diverse communities and cultures, including faith communities.
9. Demonstrated success in working with varied programs. Able to set priorities, track and monitor performance, complete projects, and report on multiple projects and programs concurrently.
10. Substantial record of successful fundraising from individuals and corporations to support nonprofit agency programs. Experienced in a variety of donor campaigns.
11. Entrepreneurial drive in exploring new opportunities and creating new programs.

**Compensation:**

The compensation package is competitive. Final salary offered will be based on the applicant's meeting job qualifications and commensurate relevant experience.

To apply for this position, please submit a cover letter/email, salary requirements, and qualification brief or resume to: [rhedsearch@lapiana.org](mailto:rhedsearch@lapiana.org)