

**Employment Status:** Regular Full-Time Exempt Employee

**Reports To:** Board of Directors

**Date:** June 12, 2018

## ORGANIZATION

Teen Services Sonoma's (TSS) is a 501 (c)(4) nonprofit located in the Springs Area of Sonoma Valley. Its mission is to engage and support teens and young adults with work-readiness skills and experiences that empower them to succeed.

TSS provides employment and career resources to young people ages 14-24 in collaboration with schools, local businesses and other nonprofits. Our programs include work-readiness courses, work experience and on-the-job-training in one of our three micro-businesses, job placement services, personalized coaching, and career exploration and preparation.

## POSITION SUMMARY

Reporting to the Board of Directors, the Executive Director of Teen Services Sonoma is responsible for the organization's consistent achievement of its mission and financial objectives. The Executive Director (ED) can and will delegate responsibility to appropriate staff members. The ED is responsible for overseeing the administration, programs, and strategic plan of the organization as well as fundraising, marketing, and community outreach.

## DUTIES AND RESPONSIBILITIES

### Leadership:

- Assures that the organization has a long-range strategy to achieve its mission and that all programs and activities are in support of that mission
- Provides leadership in developing program, organizational, and financial plans with the board of directors and staff and carries out plans and policies authorized by the board
- Garners new opportunities for organizational recognition, growth, and sustainability
- Attends board and committee meetings as needed and authorizes advisory committee activities
- Ensures that the organization maintains official records and documents and is in compliance with federal, state, and local regulations
- Jointly, with the president and secretary of the board of directors, conducts official correspondence of the organization and executes legal documents
- Maintains a working knowledge of significant developments and trends in the field

### Communication:

- Sees that the board is kept fully informed on the condition of the organization and all important factors influencing it
- Oversees the creation and implementation of the organization's marketing and public relations activities
- Establishes sound working relationships with community groups and organizations
- Represents the programs and point of view of the organization to agencies, other organizations, and the general public – serves as the public face of the organization

**Human Resources/Personnel:**

- Oversees the recruitment, employment, and release of all personnel, both paid staff and volunteers
- Ensures that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place
- Manages and supervises organizational leaders, including the Program Director, Finance Officer, and Administrative Assistant
- Ensures that effective leadership teams are in place
- Encourages staff development and education and assists program staff in relating their specialized work to the total program of the organization
- Maintains a climate that attracts, keeps, and motivates a diverse staff of top quality people
- Ensures the management of organizational consultants who provide technical assistance and services

**Program:**

- Builds partnerships in new markets as appropriate
- Promotes active and broad participation in organization's programs of volunteers, board members, alumni, partnering organizations and businesses, and funders
- Ensures effective systems are in place to track progress and evaluate programs to ensure ongoing programmatic excellence

**Budget and Finance:**

- Is responsible for developing and maintaining sound financial practices
- Working with staff and board members, develops an annual fiscal budget and sees that the organization operates within budget guidelines
- Directly supervises TSS Financial Officer
- Is responsible for reviewing, approving and signing all agreements, contracts for services and other instruments made and entered into and on behalf of the organization

**Fundraising and Development:**

- Oversees fund development activities to ensure that adequate funds are available to permit the organization to carry out its work
- Works with Board and Development Committee on fundraising activities such as individual donor development and cultivation, fundraising campaigns, and events
- Oversees grant writing and grant source development

**REQUIRED QUALIFICATIONS**

- An unwavering and passionate commitment to providing high quality programmatic opportunities for teens and youth
- Excellent written and verbal communication skills
- Proven leadership, communication, and budgeting/fiscal analysis skills
- A leadership style that is firm and goal-oriented, yet motivates and engages others with enthusiasm
- Strong fundraising and public relations experience with the ability to engage a wide range of stakeholders

**PREFERRED QUALIFICATIONS**

- Ability to communicate in Spanish as well as English
- Past success working in a nonprofit organization
- Connections with local leaders and other nonprofits within Sonoma County
- Comprehensive understanding of government operations at the local level

