



PACIFIC CENTER FOR HUMAN GROWTH EXECUTIVE DIRECTOR Job Description

OVERVIEW

The Board of Directors of the Pacific Center for Human Growth (the Center) seeks an engaged leader to serve as Executive Director (E.D.). The Center has been providing mental health and wellness services for over 45 years; we are proud of our history, and we are looking for an E.D. who will lead us into our future, which includes prioritizing diversity, equity, and inclusion and expanding our reach/growing our capacity to serve our community.

POSITION SUMMARY

The Executive Director is responsible for the overall administration and functioning of our programs and services to the LGBTQ community throughout Alameda County, manages a staff of dedicated professionals, and engages our wider community of supporters via, among other ways, grant-writing, corporate sponsorship, and individual donor program. The E.D. works in close collaboration with the Board on matters regarding governance, fundraising, and mission, and is the primary spokesperson for the Center at meetings, conferences, and other events.

SPECIFIC RESPONSIBILITIES

Mission, Vision & Leadership

Translate the mission, vision, and values of the Center into realistic goals, objectives, and actions.
Our Mission: The Center fosters and enhances the well-being and self-respect of diverse Lesbian, Gay, Bisexual, Transgender, and Queer, youth, seniors, adults, and families through the delivery of LGBTQ-proficient mental health and wellness services, and through the training of a strong and inclusive community of LGBTQ-proficient mental health care professionals.

Our Vision: The Center envisions a safer and healthier future for the LGBTQ community and its allies.

Staff Management & Human Resources

Maintain and enhance a workplace culture, management processes, and best practices that support the continued recruitment, retention, satisfaction, and growth of a talented, productive, and inclusive staff. Supervise Director of Clinical Programs, Deputy Director, Operations Manager, and Business/Finance Manager.

Program Management & Operational Oversight

Engage sound management practices together with the Director of Clinical Programs to ensure excellent service to all clients. Oversee and manage Center operations.

Grants Management/Fundraising & Community Engagement

Support the Center to meet its growth and expansion goals. Set realistic, ambitious goals and execute sound plans for maintaining and enhancing support from individual donors, foundations, corporations, and government contracts. Ensure grant reports, supporting documents, and renewal grant applications go out on schedule. Manage county contracts compliance and attend other meetings with funders whenever needed. Ensure invoices are going out on schedule. Lead staff in the organization of two annual events a year: one a general all-ages event and one geared to stakeholders in support of the endowment fund.



Financial Management & Legal Compliance

Plan, budget, and manage Center financial resources, with the support of the Board Treasurer, Finance Committee, Business/Finance Manager, and Administrative Assistant. Prepare and assist in interpreting reports and draft budgets for Board review and action. Comply with government regulations and reporting requirements and execute legal documents appropriately.

Board of Directors

Report directly to the Board and collaborate with it on all matters regarding governance, fundraising/development, and mission. Maintain a solid, dynamic relationship of advice and consent. Engage the Board in annual Executive Director and Board Review processes.

REQUIRED EXPERIENCE & SKILLS

- Prior non-profit health care organization management experience
- Demonstrated capacity for securing philanthropic support from individuals, foundations, and corporations
- Experience obtaining, managing, and renewing government contracts
- Proven track record of successfully engaging LGBTQ communities and communities of color
- Demonstrated skills in non-profit administration, including staff supervision and development, human resources, project/program management, and operations. At least 3 years of senior management is required.
- Demonstrated commitment to diversity, equity, and inclusion in programs, practices, policies, and hiring processes

DESIRED EXPERIENCE & SKILLS

- Understanding and appreciation of the Alameda County communities and their LGBTQ populations
- East Bay resident preferred
- E.D./Development Director experience
- Master's Degree and/or post-graduate degree in nonprofit management, public administration, business administration or related field
- Experience either serving on a board or working with a governance board
- Experience working under a wide definition of diversity: racial, age, geography, language, fluidity of personal identification, immigration status, etc.
- POC and/or LGBTQ candidates highly encouraged to apply
- Multi-lingual, especially Spanish/English encouraged to apply

SALARY & BENEFITS

Salary commensurate with experience of the selected candidate. Benefits include full health benefits (medical, dental, vision) for employee, 13 paid holidays, paid vacation and sick time.

APPLICATION PROCESS

Applications will be considered as received until the position is filled. To apply, please send your cover letter and resume via email only to boardpresident@pacificcenter.org. Pacific Center is an equal opportunity employer.

Pacific Center for Human Growth
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