

**Seeds of Awareness
Position Description**

Job title: Executive Director

Reports to: Board Chair

FLSA Status: Exempt

Date: February 28, 2019

JOB SUMMARY: The Executive Director will be a charismatic community leader and visionary possessing the intelligence and skills necessary to lead Seeds of Awareness to new levels where it is sustainably fulfilling its mission of empowering local schools and communities with empathy and mindfulness through a social justice lens. The incumbent will create a tight nit organizational culture, where Seeds employees feel empowered and cared for, on a soul and monetary level. Working with the Founder and Clinical Director, the incumbent will strengthen our programs, measure success, and scale our reach to the broader communities. The Executive Director will empower Seeds of Awareness to be a change maker in this world, inspiring and supporting our local community, while sharing its unique vision and modalities nationally as well as support the evolution of Seeds of Awareness to a financially strong and sustainable organization through fundraising, and programmatic success.

ESSENTIAL FUNCTIONS:

Leadership & Management

- Ensure ongoing local programmatic excellence, rigorous program evaluation and consistent quality of finance and administration, fundraising, communication. Oversee and ensure progress toward Seeds strategic goals.
- Actively engage and energize volunteers, Board members, event committees, partnering organizations and funders.
- Develop, maintain and support the board of directors. Seek and build Board involvement with strategic direction of the organization.
- Lead, coach, develop and retain a high performing team within Seeds to promote harmonious relationships and continuity of mission.

Organizational Culture

- Ensure that Seeds core values, specifically values around being a mindfulness based, social justice organization are reflected in all programs, services and operations.
- Maintain a leadership presence that fosters and continually builds a strong community within the organization.
- Engage and employ the local community, including parents, business leaders, nonprofits and schools in advancing Seeds' mission, program and services.

Fundraising and Communications

- Create and expand strategic fundraising opportunities to support existing program operations. Review current fundraising plan and revise and necessary such that annual fundraising goals are met. (minimum \$300,000 per year in grant, gifts and pledges) Cultivate and maintain key donor relationships. Coordinate cyclical/seasonal giving campaigns.
- Oversee the management of fundraising and member engagement events, including the Seeds of awareness annual fundraiser and the Seeds bi-annual Symposium Conference.
- Deepen and refine all aspects of communications (i.e. web presence, google apps, external relations, social media, print and news media etc. with the goal of creating a stronger brand.

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Community Relationships

- Serve as Seeds' Ambassador with the goal of increasing awareness of the organization's mission and vision in communities served and in those communities identified for future participation. Use external presence and relationships to garner new opportunities.
- Represent Seeds in relevant community, city and county events.
- Represent and Advocate for programs and goals of the organization to stakeholders including but not limited to parents, schools, agencies, other organizations and the general public.
- Support outreach to interns and volunteers as a means to recruiting counselors.

Fiscal Oversight

- Collaborate with Administrative Director and finance department and oversee the preparation of the operating budget, financial reports and revenue projections.
- Oversee preparations of all financial reporting to the Board as well as all governmental compliance related reports (e.g. IRS 990 etc.)

NON-ESSENTIAL FUNCTIONS:

- Attend weekly staff meetings, Board of Directors meetings and support committee meetings.
- Oversee creation of materials for donor/prospect meetings (e.g. annual reports and sponsorship deck)

EDUCATION AND EXPERIENCE REQUIRED (an equivalent amount of training, education and experience will considered)

- Bachelor's degree required, Master's degree preferred, along with 10 to 15 years senior management experience in a not-for-profit
- Proven track record of effectively leading an organization to the next stage of growth, transition management. Must be able to cite specific examples of having developed and operationalized strategies.
- Previous experience and past success working with a Board of Directors with the ability to cultivate existing board member relationships.
- Demonstrated experience in organizational management with the ability to coach staff, manage and develop high-performance teams, set and achieve strategic objectives and manage a budget.
- Strong marketing, public relations and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Familiarity with youth-serving programs and services.

KNOWLEDGE, SKILLS AND ABILITIES (including competencies that may be representative but not all inclusive of those commonly associated with this position.)

- Strong written and verbal communication skills; a persuasive communicator with excellent interpersonal and multidisciplinary project skills.
- Action- oriented, entrepreneurial, adaptable and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission driven and self-directed.
- Ability to learn and navigate Google suite/Salesforce.
- Appreciation of psychotherapy and emotional support systems.
- Appreciation for social justice, diversity and mindfulness.

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WORK ENVIRONMENT (environmental and atmospheric conditions commonly associated with the performance of the functions of this job)

- Office environment
- Some travel is required

SUPERVISORY RESPONSIBILITIES AND COORDINATION required to perform the functions of this job.

- Ability and previous experience supervising staff and groups of volunteers

EQUIPMENT USED TO PERFORM THE JOB (may be representative but not all inclusive of those commonly associated with this position)

- Standard office equipment
- Personal computer and printer
- Salesforce, Google apps, Microsoft Office suite

PHYSICAL ABILITIES that are commonly associated with the performance of the functions of this job, with or without reasonable accommodation.

- Capable of stooping, bending, stretching, lifting and standing.
- May require prolonged periods viewing a computer screen
- Ability to self-ambulate.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job related instructions and to perform other job related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.