

**Seeds of Awareness
Position Description**

Job title: **Interim Executive Director**

Reports to: **Board of Directors**

FLSA Status: **Exempt**

Announcement: **Sept 8, 2020**

Contract Position: **Full-time/10-12 months**

Salary range: \$79,000-\$89,000

JOB SUMMARY: The Interim Executive Director will be a visionary community leader with the necessary experience to co-lead Seeds of Awareness during its current Executive leadership transition. The Interim ED will be responsible for carrying out the following essential functions to prepare Seeds of Awareness for the next phase of its Executive Leadership, and to help ensure a solid platform and funding for the organization's success.

The Interim ED reports to the Executive Committee and works with Source, our senior staff team, to manage day-to-day operations of the organization and support staff in carrying out the business and service of the organization. Priorities and timelines for the position will be established in the first month of the start of the contract in consultation with the Board and the team. The Interim ED will spend the first four weeks meeting with relevant leadership members and workers developing a collaborative work plan for the Board's review and approval. The work plan will identify specific goals and tasks for the contract period within the responsibility areas outlined below. Change and performance management, infrastructure development, fundraising and fiscal oversight will be significant areas of focus for this position.

Additionally, the current global health pandemic and Black uprisings provided our organization with an opportunity to reflect on how we weave antiracist practices across every program, process, and policy at Seeds of Awareness. The Interim ED would support in collectively building a radically inclusive vision and ensuring that Seeds is accountable for putting its values into practice. The Interim ED will empower Seeds of Awareness to continue being a changemaker in this world, inspiring and supporting our diverse communities, while sharing its unique vision for collective mental health and mindfulness locally and globally. The Interim ED will also be co-leading Seeds of Awareness towards a financially strong and sustainable future through fundraising, infrastructure development, and programmatic success.

ESSENTIAL FUNCTIONS:

Leadership & Management

- Ensure ongoing local programmatic excellence, rigorous program evaluation and consistent quality of finance and administration, fundraising, communication and quality assurance.
- Work with the Executive Board on the creation of a succession plan and the reorganization plan to prepare Seeds of Awareness for the next phase of its Executive Leadership (e.g. shared leadership, innovative leadership models)

Seeds of Awareness Position Description

- Create and support a Seeds wide 360 evaluation process. Direct Source management team in implementing this process across the agency.
- Bi-weekly 1hr one on one meetings with all direct reports, to support long term program planning trajectory for all departments and professional development of management. Opening lines of communication with regular and clear oversight and direction of each department's work.
- Actively engage, support, and energize Source leaders, Board members, event committees, partnering organizations and funders.
- Oversee and ensure progress toward current strategic goals (FY 2020-2021).
- Co-lead the ReAlignment Committee with the Board and team to further define the strategic direction of the organization (FY2021 and beyond).
- Work in collaboration with the Board of Directors to further develop, expand, and support the board of directors and its committees.
- 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 are reflected in all programs, services and operations.
- Maintain a leadership presence that fosters and continually builds a strong community within the organization.
- Engage the local community, including parents, business leaders, nonprofits and schools in advancing Seeds' mission, program and services.

Fundraising and Communications

- Collaborate with Source and the Fundraising teams to advance annual fundraising goals and contribute to the current fundraising plan, as needed.
- Oversee the cultivation of key funder relationships, including individual donors, partners, and institutional contacts.
- Work in collaboration with the Director of Development and leadership to expand strategic fundraising opportunities to support existing program operations.
- Oversee the management of member engagement initiatives (online and in person), including the Seeds of Awareness annual fundraiser and year-end campaigns.
- Deepen and refine all aspects of organizational communications in collaboration with Source (i.e. web presence, google apps, external relations, social media, print and news media etc.) with the goal of creating a stronger infrastructure for brand development.
- Partner with Source on the creation and implementation of seasonal giving campaigns.

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.

Seeds of Awareness
Position Description

- Partner with Source leaders to 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.
- Oversee recruitment outreach to interns and volunteers (counselors).

Fiscal Oversight

- Collaborate with the Administrative Director and finance department to 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.) and independent audit preparation.

NON-ESSENTIAL FUNCTIONS:

- Attend weekly leadership/Source 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, along with 10 to 15 years senior management non-profit experience
- Prior Executive management experience and proven track record of leading an organization to the next stage of growth. Must cite specific examples of having developed and operationalized strategies.
- Demonstrated transition management experience; including experience managing staff during times of significant change.
- Demonstrated commitment to implementing equitable workplace practices
- 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 manage and develop high-performance teams, set and achieve annual objectives and manage a budget.
- Strong marketing, public relations and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Experience in collaborative budget development and financial oversight of an organization of comparable size and complexity.

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.

**Seeds of Awareness
Position Description**

- A track record of keen attention to detail, an ability to think strategically, and exceptional decision-making, analytical, and planning skills.
- Strong commitment to social justice, equity and inclusion.
- Strong mindfulness practice, and familiarity with trauma informed leadership.
- Entrepreneurial, adaptable and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Familiarity with psychotherapy and emotional support systems.
- Familiarity with youth-serving programs and services.
- Passion, idealism, integrity, positive attitude, mission driven and self-directed.

WORK ENVIRONMENT

- Currently, the role is held 100% remotely. Some office presence (Oakland) and travel across the Bay area will be required once the CA public health mandates are shifted.

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

APPLICANTS

- Cover letter and CV must be emailed to Arash Ghassemi, Chair of Interim ED Search Committee and Seeds of Awareness Board member, at arash@seedsofawareness.org
- This position will be filled as soon as the ideal candidate is identified. Thank you for your interest in Seeds of Awareness!

NON-DISCRIMINATION POLICY: Seeds of Awareness, Inc. does not discriminate in any program, activity, or in employment on the basis of actual or perceived age, sex, race, ethnic background, veteran status, ancestry, pregnancy, national origin, physical or mental disability, medical information, marital status, genetic information, sexual orientation, gender or religion. People of all colors, gender identities and LGBTQ-identified are encouraged to apply.

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.