

**Parent Services Project Inc
Position Description**

Position Title: Executive Director

Department: Executive Department

Reports to: Board of Directors

FLSA Designation: Exempt

Date: January 8, 2014

Approved by: Board of Directors

Salary: Negotiable

Position Purpose:

The Executive Director has a significant role in shaping the growth and development of PSP, Inc. with her/his vision and leadership. As a liaison lead executive for the organization, he/she must share the value and the vision of the organization that “Families Lead, Kids Succeed.” She/he will continue to promote PSP, Inc. by sustaining and developing key relationships with supporters and colleagues. With a focus on building the scope and impact of PSP nationally, the Executive Director is responsible for carrying out the mission and core values of PSP.

The Executive Director is responsible for program planning, implementation of board policy, staff and board development, fiscal viability of operations and organizational evaluation. The Executive Director is responsible to the Board of Directors.

Essential Functions:

Fund Development

1. Provide major leadership in the area of Fund Development to position the organization for greater stability and growth.
2. Represent PSP to funders and other community members and potential funding sources to maintain and explore innovative funding strategies.
3. Is accountable to funders on timelines, completion of deliverables, completion of evaluations and ongoing cultivation of relationship building with funders.
4. Serve as the primary fundraiser for PSP; ability to build/sustain relationships with funders and donors (foundation, government, corporate and individual donors); experience developing grant proposals and building collaborative partnerships. (2015 is PSP’s 35th Anniversary and an opportunity to engage existing and new donors).

Organizational Leadership and Management

1. Ability to support and work effectively with the board of directors and its committees to advance the agency’s mission and vision.
2. Provide strengths-based leadership and direction for a staff of 9.
3. Work with PSP’s Operations Director to develop/track and forecast the annual agency budget for two to five years and assure maximization of effective use of funds.
4. Work with PSP’s Director of Program and Evaluation to oversee/evaluate PSP programs and use data to inform practice.
5. Possess a strong knowledge of statewide family support/parent leadership issues/initiatives (cradle to career). Preferred – individual with existing relationships in Marin County and Santa Clara County where PSP has significant local work.
6. Strong oral and written communication skills and oversee PSP’s online and social media communication strategies using PSP’s new message platform.
7. Strong nonprofit and organizational skills; update PSP’s personnel manual and oversee HR functions of the agency.

8. Experience working in and serving diverse communities locally, statewide and nationally; Spanish speaker a plus.

Strategic Plan Implementation

1. Work with the Program Committee and staff to develop measures that clearly document the impact of each of the programs, specifically (a) the effects of programs on parent participants and their children and (b) the development and effective utilization of an alumni survey and (c) the role of PSP activities in systems and policy changes.
2. Identify how PSP contributes to advancing family engagement and leadership policy development or change through education and advocacy, such as the successful effort in impacting public policies with the San Rafael City schools and in Santa Clara County.
3. Finalize Vision & Voice Family Leadership Institute Curriculum / FLI Training of Trainers model.
4. Serve 20 California counties through Parent Academies; provide training, toolkit, coaching and technical assistance; reach 500 diverse parents and staff partners.
5. Create new tool kits, tip sheets, and curriculum for new audiences.
6. Adapt Stronger Together curriculum for a PreK-3 audience.
7. Develop a strategy and action plan to continue to engage graduates of trainings (individual engagement to collective/community engagement).
8. Use expanded website, webinars, and videos to share best practices.

Board Development

1. Work closely with members of the board via the Executive Committee, Finance Committee, Nominations Committee and Program Committee this year.
2. Support development, activities and functions of the Board of Directors.

Leadership and Program Development

1. Develop and oversee implementation of all programs, with up to 12 staff members by 2015.
2. Take a highly visible role in promoting PSP, by speaking to groups, presenting at workshops and conferences, and representing PSP at national forums and other events. Assume a leadership role on public policy issues and other issues of critical importance to PSP on a local, regional, state and national level.

Qualifications Standards:

Education: Bachelor's Degree or equivalent, and/or higher education.

Experience: Minimum of five years experience as an Executive Director for a non-profit organization, or equivalent experience. Experience working with parent leadership development, early childhood education, family engagement, child abuse prevention, family support, parent education and/or community organizing initiatives, preferred. Spanish (spoken and writing) language capability is desirable.

Please mail your application materials to the following address:

Parent Services Project
Executive Director Search
79 Belvedere Street, Suite 101
San Rafael, CA 94901
c/o Gina Guillemette

Please direct all personal inquiries about the position description to Dr. Reginald Clark (909) 621-4646 (drregclark@msn.com) and/or Sai-Ling Chan-Sew (schansew@gmail.com).