

## SEVEN TEPEES YOUTH PROGRAM



<b>Position:</b>	<b>Executive Director</b>
<b>Reports to:</b>	Board of Directors
<b>Salary &amp; Benefits</b>	DOE; Generous Benefit Package
<b>Work Schedule:</b>	Full-time, exempt position. 40 hours per week and additional time as required. Some evenings, weekends, and possible overnight camping required.

### Agency Description

Seven Tepees Youth Program is a nonprofit, community based organization that provides comprehensive youth development and college access services to more than 1,000 youth annually through two programs: The Learning Center and The College and Career Program. Our Learning Center works with low income youth and young adults for a period of 12 years – spanning middle school and high school graduation into the first years of college or career – offering academic support and guidance, college and career advising, environmental education, mentoring, and workforce development and counseling. The College and Career Program at Mission High School, a public school serving predominantly low income and first generation students, includes college and career advising, college and scholarship application assistance, and test preparation support. Seven Tepees has an annual operating budget of approximately \$1.2M and occupies the top floor of a building owned by the organization.

See our website for more information: [www.seventepees.org](http://www.seventepees.org)

### Mission

The mission of Seven Tepees is to work with urban youth to foster the skills they need to make lifelong positive choices and to create their own opportunities for success. Founded in 1995 by retired Juvenile Justice Daniel Weinstein and Native American healer Hully Fetiçó, Seven Tepees began as a summer camp where youth lived in seven tepees – one representing each continent of the world.

### Summary of Primary Responsibilities

The Executive Director of Seven Tepees manages, nurtures, and inspires a team of talented staff who are dedicated to achieving the vision and mission of the organization. The Executive Director reports to the Board of Directors and is responsible for effective advocacy within the broader community to achieve the vision of celebrating diversity and providing meaningful opportunities to underserved youth as reflected in the organization's mission. Duties include responsibility for insuring the fiscal health of the organization and sound fiscal management consistent with the stated development plans and goals. In that regard, the Executive Director provides oversight and support for the Development Director in connection with all grant processes and acts as the point person, along with the Development Director, for board members, outside service providers, and community members.

S/he is further tasked with providing assistance and guidance to the Program Directors in connection with the recruitment of new youth to the program and the provision of services to all youth, families, and service providers working with the agency and within the service area of the agency's mission and goals. Finally, and perhaps most importantly, the Executive Director is responsible for long range strategy and vision for the organization, and acts as the face of Seven Tepees in reaching out to the broader community of donors, supporters, other organizations, and potential families and youth who may be served by Seven Tepees.

## **Specific Job Duties:**

### **Organizational and Administrative Leadership (approximately 40%)**

Work with staff and the Board to achieve the organization's mission and to foster vision for the future, while at the same time executing daily management responsibilities with care and attention to details.

1. Collaborate with the Board to build the organization's capacity to engage in leadership, vision, policy-making, and oversight responsibilities.
2. Provide administrative oversight and legal compliance in areas of fiscal, personnel, insurance, data collection and reporting, and building management and maintenance.
3. Attend and participate in all Board Meetings, appropriate staff meetings, and, when necessary, collaborative meetings.
4. In collaboration with agency stake holders, responsible for strategic planning, program evaluation, partner collaborations, and representing Seven Tepees in the community.
5. In conjunction with staff members, serve as the liaison between school personnel, community members, youth, parents and Seven Tepees.
6. When needed, accept special projects as assigned by members of the Executive Committee of the Board.

### **Fund Raising (approximately 25%)**

In collaboration with the Development Director and Board of Directors, provide oversight and support for all fundraising efforts, including the creation of an annual, comprehensive Development Plan.

1. Assist Board Members in their solicitation of their contacts for financial support of the organization and programs.
2. Assist in identifying likely sources of foundation support and help to secure their funding at a level that meets the objectives outlined in the organizational Development Plan (including Scholarship Fund.)
3. Represent the organization in interactions with foundations, corporations, and donors.
4. Help organize and facilitate media outreach, volunteer recognition events, and fundraising events, including, but not limited to, the Annual Dinner and Bowl-a-Thon.

### **Program Development/Supervision (approximately 35%)**

With the guidance of Board of Directors, engage staff to implement and achieve the objectives outlined in the Strategic Plan.

1. Oversee the further development and implementation of the program areas of Seven Tepees, including: Learning Center, mentoring, environmental education, community service/youth leadership, family support services/counseling case management, family engagement services, and the College and Career Program.
2. Responsible for the recruitment, hiring, training, and ongoing supervision of all full-time and part-time employees. This currently consists of a Development Director, an Office Manager, a Program Director (who oversees a team of 5 staff), and an Associate Program Director (who oversees a team of 3).
3. Responsible for the hiring and oversight of contractors, consultants and auditors.
4. Supervise and support the Program Director and Middle School Program Manager in the recruitment of new youth into the Seven Tepees Learning Center program so as to maintain the minimum target number of 100 youth participants and maintain the ongoing documentation of all youth records and program activities.
5. In collaboration with the Learning Center staff, continue to develop a curriculum that strengthens the academic and life skills of each youth participant.

**Requirements**

- Master's degree in related field preferred, bachelor's degree required.
- Experience working with, and relating to, at-risk youth and their families within a social services or educational environment.
- Demonstrated experience in senior management, fund raising, program development, and staff supervision.
- Familiarity with the structure and workings of a nonprofit organization.
- Excellent communication, organization, writing, and team-building skills.
- Exercise good judgment and discretion; strong ethical character capable of handling confidential information.
- Ability to manage multiple projects and work independently.
- Ability to work well with a diverse population of youth, families, staff, and volunteers.
- Bilingual English/Spanish a plus.

**Equal Employment Opportunity**

Seven Tepees Youth Program values a diverse workplace and strongly encourages women, people of color, LGBT individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. Seven Tepees Youth Program is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

**To Apply:**

If you are qualified for the position please send resume and cover letter to Search Committee at [edhire@seventepees.org](mailto:edhire@seventepees.org). Please no calls or visits. Open until filled. Due to the high number of applicants, we will not be able to respond to every application.