



MISSION LANGUAGE AND VOCATIONAL SCHOOL

2929 - 19th Street • San Francisco, CA 94110

Tel: (415) 622-5432 • Fax: (415) 795-9693 • E-mail: vocschool@aol.com • www.mlvs.org

The Executive Director is the key management leader of Mission Language and Vocational School. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES:

1) Board Governance: Works with board in order to fulfill the organization mission.

- Responsible for leading Mission Language and Vocational School in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of Mission Language and Vocational School, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support Mission Language and Vocational School's mission.

3) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of Mission Language and Vocational School's programs that carry out the School's mission.
- Responsible for strategic planning to ensure that Mission Language and Vocational School can successfully fulfill its Mission into the future.
- Responsible for the enhancement of Mission Language and Vocational School's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

4) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for effective administration of Mission Language and Vocational School operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Professional Qualifications:

- A bachelor's degree or equivalent life experience.
- Transparent and high integrity leadership
- Five or more years senior nonprofit management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of Mission Language and Vocational School School's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability

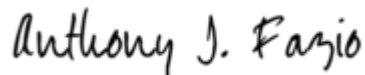
- Knowledge of the workforce development field
- Experience working with communities of color
- experience working with government entities, elected officials, other local leaders to secure funding, create networks.

Actual Job Responsibilities:

1. Planning and operation of annual budget.
2. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
3. Serving as Mission Language and Vocational School's primary spokesperson to the organization's constituents, the media and the general public.
4. Establish and maintain relationships with various organizations throughout the community and utilize those relationships to strategically enhance Mission Language and Vocational School's Mission.
5. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the School throughout the San Francisco Bay Area.
6. Supervise, collaborate with organization staff.
7. Strategic planning and implementation.
8. Oversee organization Board and committee meetings.
9. Oversee marketing and other communications efforts.
10. Review and approve contracts for services.
11. Other duties as assigned by the Board of Directors.

Commensurate with experience and other qualifications. Quality benefits package includes health and PTO

Email resumes and cover letters to:



Tony Fazio
Interim Executive Director
Mission Language
Vocational School
tfazio@winningdirections.com
2929 19th Street, San Francisco
CA 941110 650-784-1262

In your cover letter, please discuss your qualifications and why you want to work for MLVS.