

Donaldina Cameron House is a non-profit organization founded in 1874, located in San Francisco's Chinatown, and related to the Presbyterian Church (USA). Our mission is to empower generations of Chinese-American individuals and their families to fully participate in and contribute positively toward a healthy society. We put our Christian faith into action to help people learn, heal, and thrive.

We believe that God calls us to be an empowering presence in the community. We provide a safe place, are a trusted friend and advocate, meet people where they are, and walk with them as they fulfill their lives. We are a resource for people to explore faith and spirituality, and we believe and share Christian principles.

The Executive Director (ED) at Cameron House will have overall strategic and operational responsibility for staff, programs, and growth. The ED reports to, and works collaboratively with, the Cameron House Board of Directors (Board) to achieve the agency's mission.

Cameron House offers a vast array of social services and youth ministry programs that serve a wide range of people, spanning children to seniors. We have a passionate and dedicated team of staff, Board, and volunteers.

The ED must have demonstrated excellence in organizational management with the ability to mentor staff, manage and develop high-performance teams, set and achieve strategic objectives, and manage a budget.

The ED will oversee all aspects of Cameron House's operations, with direct responsibilities in leadership & management, fundraising, communications, and community.

Please visit our webpage ([www.cameronhouse.org](http://www.cameronhouse.org)) for more information on the agency.

## **Responsibilities**

### **Leadership & Management:**

- Act as the primary spokesperson for mission interpretation.
- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems.
  - Recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize our volunteers, Board, committees, alumni, partnering organizations, and donors.
- Help build Board involvement with strategic direction, to address the needs of an ever-changing community.
  - Serve as ex-officio of some committees.
- Lead, mentor, develop, and retain our high-performance senior management team.
  - Collaborate to enhance opportunities for staff development, staff recognition, and staff spirit.
  - Guide the staff to achieve a shared vision of the agency's mission.
- Ensure effective systems to evaluate program components that can be effectively communicated to the Board, donors, and other constituents.
- Effectively partner with the Cameron House Foundation Board of Directors to grow the foundation's capital while receiving disbursements from the foundation for the agency's operational and capital expenditures.

#### Fundraising:

- Expand revenue generating and fundraising activities to support existing and new program operations, while provisioning for future capital expenditures and cultivating long term donor relationships.
- Provide leadership in developing fundraising plans and strategies, including grant writing and strengthening relationships with donors.

#### Communications:

- Deepen and refine all aspects of communication, from web presence to community awareness, with the goal of increasing awareness of our programs and services.
- Establish effective working relationships and cooperative arrangements with a range of stakeholders: community groups, service providers, the Presbyterian Church in Chinatown, the Presbytery of San Francisco, and supporting government agencies.

#### Community:

- Provide leadership, with consortium and collaborative partners, on issues and challenges facing the community.
- Build partnerships and relationships with funders and political and community leaders to support strategic goals and objectives.
- Maintain current knowledge of significant developments and best practices that meet the current and future needs of the community.

#### **Qualifications**

The ED will be thoroughly committed to Cameron House's mission with proven leadership, mentoring, and relationship management experience. The ED will be able to effectively communicate with individuals and groups about our programs and services.

#### Experience requirements include:

- Bachelors' or Master's degree in social work, business or public administration, education, ministry, or social services related field.
- A minimum of five years of senior non-profit management experience, preferably in the area of social services, education, and/or youth services.
- Raising both public and private funds, including planned giving.
- Managing and leading staff and volunteers in a multi-service organization.
- Fiscal management, budget development and monitoring, and financial oversight.
- Effectively partnering with a non-profit Board of Directors to achieve the agency's strategic goals.
- Addressing and understanding the needs of immigrant families in the Bay Area.
- Strong marketing, public relations, and fundraising experience to engage a wide range of stakeholders.

#### Preferred Qualifications include:

- Ability to speak Cantonese and/or Mandarin.
- Experience working with children, youth, and families.
- Experience with the mission and structure of the Presbyterian Church (USA).

Cameron House is an equal opportunity employer.