Bay Area Women and Children’s Center (BAWCC)  
Job Description

JOB TITLE: Executive Director
REPORTS TO: Board of Directors (BOD)
FLSA STATUS: Full Time/Exempt
WORK LOCATION BAWCC Office: 318 Leavenworth St., San Francisco, with remote work as agreed upon with BOD
COMPENSATION: $100,000 - $120,000 depending on experience, plus benefits

ABOUT BAWCC
Founded in 1981 and located in the heart of San Francisco’s Tenderloin, BAWCC supports women and children so they can thrive. Our vision is that all women and children in the Tenderloin feel safe, secure and inspired to achieve their dreams.

A small organization with a big impact, BAWCC operates a free clothes closet and provides groceries and other resources from a warm and cozy storefront, which is located on Leavenworth Street between Eddy and Ellis. BAWCC also supports the Tenderloin Community School with a variety of services including a free Dental Clinic, a community health advocate, recess coaches and extracurricular programs and services. BAWCC is led by a hands-on Board of Directors and managed by one part-time Program/Office Manager, three additional part-time staff and a number of volunteers.

Founded and led by Midge Wilson for 40 years, BAWCC has spearheaded significant community projects including the creation of the Tenderloin Community Elementary School and on-site Family Center, the Tenderloin Recreation Center, and five playgrounds in the Tenderloin and San Francisco Civic Center. Please visit www.bawcc.org for more information.

POSITION SUMMARY
BAWCC is seeking a mission-driven, community- and relationship-oriented Executive Director to carry BAWCC into our next chapter. Our new Executive Director must be deeply sensitive to and aware of the needs of women and children in the Tenderloin, with a keen ability to develop and implement programs and services that reflect BAWCC’s mission and vision.

The Executive Director, working in collaboration with the Board of Directors and staff, will oversee the development and implementation of BAWCC’s new strategic plan, and will provide leadership for organizational development, financial oversight and fundraising. The position provides an exciting opportunity for our new leader to address significant challenges for women and children in the Tenderloin, providing them with the programs and services that will help them to thrive and create meaningful impact in their own and others’ lives.
ESSENTIAL DUTIES & RESPONSIBILITIES include but are not limited to the following:

Organizational Leadership and Management
● Oversee all programmatic, operational, financial and fundraising activities.
● Hire, manage, inspire and empower a strong staff team.
● Effectively manage volunteers.
● Cultivate and maintain strong relationships with and between numerous stakeholders including the Tenderloin Community School, neighborhood organizations, donors, volunteers, government agencies and other partners.
● Evaluate the efficacy of current programs.
● Foster a culture of cooperation, teamwork and a passion for the vision and mission of BAWCC.
● Serve as a compelling spokesperson for BAWCC’s vision, strategy, and programs.
● Upgrade BAWCC’s infrastructure including technology, communications, donor management and financial systems.
● Promote a culture of respect for and diligent compliance with all regulatory rules, compliance requirements, and ethical behaviors consistent with BAWCC’s nonprofit status.

Strategic Planning and Board Relations
● Spearhead the development and implementation of a new strategic plan in partnership with a strategic planning consultant, the Board of Directors and senior staff.
● Work with the BOD to develop strategies for achieving the mission, goals, and financial viability of the organization.
● Build and maintain effective and collaborative working relationships with the Board of Directors.
● Work closely with the Board of Directors informing, assessing, and addressing key issues that affect the organization in a timely and transparent fashion.
● In concert with the Board of Directors, implement and track strategies to expand public awareness of BAWCC’s work, programs and value.
● Oversee and report on the organization’s results and impact to the Board of Directors.
● Assure compliance accountability to the Board of Directors, funders and regulatory bodies.
● Support and help facilitate the Board of Director meetings, activities, and initiatives.
● Re-engage the Advisory Board, many of whom have been connected to BAWCC for decades.

Fiscal Management
● Engage with the Treasurer and BOD in financial planning and diversification of investments.
● Develop, monitor and manage organizational budgets in partnership with the BOD.
● Present annual budget and quarterly financial reports to the Board of Directors.
● Oversee bookkeeper and ensure effective internal controls.

Fundraising
Note that BAWCC does not accept government funding and is dependent on raising funds from individuals, foundations, corporations and community groups, many of whom have supported BAWCC for decades.
● Develop, implement and meet annual fundraising goals to secure financial support from foundations, corporations, and individuals.
● Provide thoughtful, meaningful stewardship to existing donors.
● Develop and steward relationships with new funders.
● Prepare accurate, regular and timely analyses that capture and communicate fundraising results and variances.
QUALIFICATIONS
Frequently cited statistics show that historical biases in hiring lead to fewer applications from underrepresented groups due to a false perception that they must meet 100% of the qualifications. We want to change that statistic and encourage you to apply if you meet a majority of the requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Passion for improving life and developing opportunities for women and children in the Tenderloin
- Knowledge of community challenges and resources as they relate to BAWCC’s mission
- Familiarity with San Francisco Unified School District
- Excitement for being a spokesperson for women and children in the Tenderloin
- Entrepreneurial mindset, with an innovative approach to business planning
- Dynamic and charismatic team player who enjoys being the public face of an organization
- Highly organized with attention to follow up and follow through
- Strong verbal, written and listening skills
- Strong communications, public relations and marketing skills
- Sensitivity to cultural diversity
- Commitment to getting out of the office to meet with community partners, residents, donors and other key stakeholders
- Ability to identify community needs and create programs to fill these needs
- Bilingual skills preferred (Spanish, Vietnamese or Arabic)

EDUCATION AND EXPERIENCE
- Prior non-profit management experience including board relations, human resources management, financial management, program and project management, fundraising, public outreach and communication
- Demonstrated experience building and maintaining relationships and building consensus with diverse groups
- Proven fundraising experience with individuals, foundations and corporate donors
- Experience working with and advocating for women and children with government and other stakeholders
- Proficiency with Google, Word, Excel and PowerPoint

WORK ENVIRONMENT
This position is based at BAWCC’s office, which is in the heart of the Tenderloin. Although some remote work is available, the position requires significant in-person, on-site and community work. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS
Please submit a thoughtful cover letter and resume to the BAWCC Search Committee at info@bawcc.org. Note that applications without a cover letter will not be considered. BAWCC is working in partnership with Leap Solutions Group to implement the search process.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.