Executive Director

Imagine LA is a dynamic and growing nonprofit organization dedicated to mobilizing the community to end the cycle of family homelessness and intergenerational poverty. Our mission: Together with families, we transform lives by building relationships, wellbeing and economic mobility. Our innovative Family Partnership Model works with families who have experienced homelessness, or are at immediate risk of experiencing homelessness, and partners with them to build the skills, habits, and relationships needed for every member of the family to thrive.

Imagine LA is a smart, collaborative, and passionate environment that combines the best practices of business and social services. Our core values are: Love, Teamwork, Equity, Compassion, Accountability. Our culture is warm, encouraging, and “professionally playful” (check out our 2020 Impact Report and 2021 Accomplishments), and our humanity always comes first. We love food (no, really) as well as embracing staff wellness (like the exploration of colored breathing – true story!). We are actively advancing our Equity, Diversity, and Inclusion work, and intentionally invest in staff development.

The Family Partnership Model is built on a foundation of trust and relationships. Each family is matched with a professional Family Team Manager (FTM) and a team of trained volunteer mentors from the community for 12-18 months. The FTM and the mentor team provide relationship support and resources to assist with life skills, financial wellness skills, employment and career development, and educational goals. Consistent mentorship, friendship, and encouragement for every member of the family helps the family maintain housing, increase stability, and thrive.

Imagine LA has grown significantly in the past few years and is poised for continued exponential growth to work with 100’s more families and needs a dynamic Executive Director to lead the charge. Our Board and executive leadership have identified a transition plan for the President & CEO to shift to a parallel leadership position and lead the external expansion of Sector Leadership efforts and Innovation Programs (such as our Social Benefit Calculator and Economic Mobility Pilot). Though in the early phases of planning, we are committed to thoughtfully approaching the future sustainability of the organization. Our environment is professional and passionate. We value relationships, empowerment, collaboration, diversity, efficiency, innovation, and communication. With your expertise and talents, you will drive the overall business vision and operations strategy, crucial for our growth and success.

Our ideal candidate is an inspiring leader with the ability to approach business from a creative and inclusive point of view. With extensive experience in the social service and nonprofit sector, you will build a driven, collaborative, and thoughtful culture ensuring team members thrive and organization outcomes are met. This person will have great people coaching skills and excellent business acumen to drive strategy and translate into actional goals with a human-centered focus.

The Executive Director (ED) reports directly to the Board of Directors, partnering with the President & CEO, to refine and implement Imagine LA’s Strategic Plan.

Primary Responsibilities:

• Design, plan, and implement business strategies, plans and procedures:
- Collaboratively develop strategies and systems that maximize the effectiveness, happiness and growth of our staff, volunteers, and families we serve.

- Set comprehensive goals for business growth and success, identifying potential opportunities and risks. Establish benchmarks and resources needed to achieve strategic goals, proactively driving improvements, and clearly setting standards of accountability and measurements of success.

- Oversee financial strategy, supporting Finance team in the development of financial models, budgets, and analysis, leveraging data to drive key operational decisions. Ensure strategy to maintain financial health and sustainability including projecting and monitoring revenue projections with the Development team.

- Drive contingency planning, ensuring organization can manage unexpected situations, market shifts, and periods of both growth and contraction.

- Provide timely and accurate production of data, analytics, and reports including plan vs. actual updates, quarterly and annual reports, and monthly board reports.

- Actively participates in Board Executive and Committees.

- Engage directly with Board to ensure financial transparency and communicate key goals and priorities.

- Leads by example the Program and Operations aspects of Imagine LA; including:
  - Leadership & Management of the following Imagine LA functional areas:
    - Agency Culture, Operations, HR, and Finance including compliance and continuous improvement, leadership/staff meetings and retreats, fiscal oversight and compliance, promoting transparency and collaboration.
    - Agency Program including program development, new initiatives, implementation, training and enhancement.
    - Agency Communications and representing Imagine LA in the community.
    - Agency Community engagement, partnerships, stakeholders, fundraising, and events.

- Supervision of positions through coaching style leadership, specifically:
  - Program Director: Oversees Family Partnership model including supervision of FTM’s, Program Managers & Program Associate.
  - People and Operations Director: Oversees agency operations, information systems, human resources, and finances.
  - Community Engagement Director: Oversees development, communications, and community engagement.

- Requires flexibility in schedule; may require weekend and evening hours.

**Qualifications**

- 10+ years of management and supervisory experience in social service and non-profit setting (ideally family and/or youth homeless/at-risk services).

- Hands on experience in strategic planning and cultivating partnerships with growing organizations.

- A Master’s degree in Public Administration, Social Work, or Business desired, or related field, preferred.

- Demonstrated knowledge and passion for social service and non-profit work.

- Experience in case management and volunteer management models (including organizational development practices and codifying policies and procedures).

- Demonstrated knowledge of nonprofit accounting, budget development, projections, and fiscal oversight.

- Proven ability to lead organizational change, with a keen sense for getting to an enduring result through a process that strengths trust and relationships. Experience working with and implementing Equity, Diversity, and Inclusion strategies preferable.

- Exceptional integrity and leadership skills with the ability to incorporate a variety of opinions, needs, and feedback of others.

- Experience working with government agencies; especially DCFS, DMH, DHS and/or LAHSA preferred.
• Strong work ethic; collaborative, inclusive, coaching management style; self-motivated; detail-oriented; professional with a passion for excellence, staff wellness and professional development.
• Outstanding organizational and time management skills
• Problem solving mindset and ability to adapt
• Excellent verbal and written communication skills; comfortable with public speaking; proficient in Microsoft Office Suite (Word, Excel, Power Point, Outlook), and knowledge of Salesforce database & NationBuilder (or CRM).
• A solid grasp of data analysis and metrics
• Knowledge of Communication/Marketing Strategies and Grant/Renewal Fundraising.

**Salary and Benefits:** This position is full-time, salary Exempt with excellent benefits (including medical, dental, vision, retirement, leave and holidays). Salary $150,000-180,000, depending on experience; employment with Imagine LA is contingent on completion of satisfactory background check and vaccination status. Parking is provided.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain nor be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Imagine LA is an equal opportunity employer that actively seeks to create a diverse work culture that reflects the community that we serve and ensures our team continues to do what we do best.

To apply, please email your resume to Bristol Associates, Inc. at jbaran@bristolassoc.com