

POSITION DESCRIPTION

EXECUTIVE DIRECTOR

Society of St. Vincent de Paul, District Council of San Mateo County, CA

THE ORGANIZATION:

The Society of St. Vincent de Paul of San Mateo County's (SVdP) critical mission in part is stated in its mission statement: "In the spirit of love and justice, SVdP provides person-to-person services of time, talent and resources to help our neighbors in need."

Vincentians, which are what members of the Society of St. Vincent de Paul are known as, have a distinct mission to journey together towards holiness, because true holiness is perfect union with Christ and the perfection of love, which is central to their vocation and the source of its fruitfulness. They aspire to burn with the love of God as revealed by Christ and to deepen their own faith and fidelity. Vincentians are aware of their own brokenness and need for God's grace. They seek His glory, not their own. Their ideal is to help relieve suffering for love alone, without thinking of any reward or advantage for themselves. They draw nearer to Christ, serving Him in the poor and one another. Therefore, members journey together towards holiness as children of God, nurtured by prayer, fellowship with one another and through compassionate loving service to brothers and sisters in need.

As an international lay Roman Catholic organization the Society of St. Vincent de Paul is governed internationally by a Rule which outlines its mission, and the duties and responsibilities of instituted Councils (governing entities) and aggregated Conferences (small working groups usually locally based). Blessed Frederic Ozanam, a young college professor from France, founded the Society in 1833, and it was established locally in 1931. SVdP currently has 1,050+ volunteers working throughout San Mateo County, helping to provide basic survival necessities to the homeless, offer nourishment to the hungry, support those impacted by crime and distribute critical financial support and resources to individuals and families facing a crisis. We also look for ways to bring about systemic change, so that we can accompany those on the margins as they move out of poverty.

Providing compassionate care in San Mateo County for 86+ years, SVdP's activities are focused on helping our brothers and sisters who are suffering, forgotten or deprived, ensuring basic human dignity is honored and needs are covered. We provide safety net assistance with food, rent, utilities, clothing, furniture, transportation and health, education and spiritual support seeking whenever possible to address systemic change for those on the margins. We also work to provide meaningful employment in our stores. SVdP is the safety net for our neighbors in crisis when all other County resources have been exhausted. Our services are open to all – all faiths, races, genders, ages – solely based on verifiable need. SVdP has the flexibility because its funding sources do not rely on Government support, to fill any gaps on the County's Continuum of Care for emergency basic needs services. Last year, over 25,050 unduplicated

individuals (low income families, seniors and youth) were served – with over 9,000 being children.

A unique feature of SVdP service is that it never is a “one size fits all” approach. Our guidelines are flexible and services are customized. Relationships are established, stories are listened to, advice is given and solutions are found. Any form of help that alleviates suffering or deprivation and promotes human dignity and personal integrity, is SVdP’s mission. “No work of Charity is foreign to SVdP” has been our motto since our local inception. Our website at www.svdpsm.org shares more about our history and mission.

PROGRAMS

SVdP has three distinct programs:

SVdP’s Safety Net Program—This is our largest program, distributing a record \$3.7 million in assistance in FY 2016 (October 1, 2015 to September 30, 2016). This aid is given through SVdP’s Peninsula Family Resource Center (PFRC) and SVdP’s three Homeless Help Centers.

- SVdP’s Peninsula Family Resource Center (PFRC) is a homelessness prevention program, operating within the distinct geographical boundaries of 31 Catholic Parishes throughout San Mateo County. These small groups, known as SVdP Conferences, provide irrespective of creed, rent and utility payments, food, transportation assistance and address other basic human needs through home visits made by Vincentians covering all areas of the County. In FY 2016, volunteers made 9,580 home visits to assess need. SVdP paid \$553,898 in rental assistance to landlords to prevent families from becoming homeless, and \$66,971 to utility agencies to keep utilities turned on.
- SVdP’s three Homeless Help Centers (HHCs), strategically located in South San Francisco, San Mateo and Redwood City, offer basic survival necessities, such as a hot meal and food, clothing, sleeping bags, bus tokens, identification cards, laundry and mail services to those without housing or existing in transitional or less than optimum permanent housing situations. Over 3,200 distinct individuals received a myriad of services with in excess of 70,000 meals being served in FY 2016.

SVdP’s Restorative Justice Ministry (RJM)—SVdP’s RJM works to heal both the victim and offender, in order to regain the trust of the community. Victims and their families are supported. SVdP’s Head Restorative Justice Chaplain and 60 volunteers offered pastoral care in San Mateo County to 1,900+ incarcerated men, women and youth, plus their families, and those impacted by crime. This ministry includes SVdP’s Catherine Center, a residential safe home (providing a holistic approach for the body, mind, soul and spirit) for up to 10 women recently released from jail or prison (Phase 1 lasts approximately one year). Additionally with supportive case management it provides a residential opportunity for another 9 women, if accepted, to stay longer in the Agape Post Graduate program (Phase 2 lasts another one year approximately) as they work to achieve education goals, stabilize employment, find permanent housing, etc.

SVdP’s Thrift Stores—SVdP’s Thrift Stores in South San Francisco, San Mateo Redwood City, and San Bruno, make available low-cost and no-cost quality goods. Distributing clothing and

household goods to those in need, creating employment, rehabilitative employment and job training, as well as providing the community with a recycling opportunity. Customers in our stores, become partners in SVdP's mission implementation. These are substantial outcomes and the majority of staff are employed in the stores operation. During FY 2016, \$553,028 in free merchandise through store vouchers helped our neighbors in need through SVdP's PFRC home visits and at SVdP's Homeless Help Centers. Dignity is preserved and care is shown to the poorest of the poor when they are able to shop at SVdP's stores for clothes and basic furnishings at no charge. Turing compassion into action; to serve, to help, to support, to nurture, to empower – SVdP is the final safety net, supporting those in our community who look to us for help.

OPPORTUNITY

This position offers an opportunity to be a servant leader in addressing the impacts of poverty in San Mateo County. SVdP's Executive Director requires a passion to support the volunteer leadership of a faith based not-for-profit as its members work to grow spiritually through supporting each other, and honoring the dignity and addressing the survival needs of those they are privileged to encounter and accompany. These are often the most suffering, forgotten and deprived men, women and children here in the Silicon Valley region.

Positioned by the County of San Mateo on its Continuum of Care as the final safety agency, SVdP is well regarded and financially sound. The next Executive Director, will inherit a highly committed senior management team who are mission-focused and very effective in delivering resources to Vincentians and to those they encounter and assist directly in the programs they manage.

RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

This SVdP management position requires impeccable candor and ethics, and an alignment with SVdP's mission. Highly motivated and skilled, with outstanding interpersonal attributes, the Executive Director will plan, organize, staff, direct, lead, control and implement, in this lead management position, the governance policies of the organization. It is expected that the successful applicant will support all aspects of SVdP's Mission and increase incrementally within the framework of a growing budget during future years, members, volunteers and donors so that the most marginalized in San Mateo County will be better resourced. Working with the Board and supported by Development staff, the Executive Director will advance SVdP's fund and fund raising activities to a new level of excellence and achievement through the provision and implementation of high quality, best in field development strategies. While the President is the primary interface with the media and other aspects of public relations, there is a public relations aspect of the job, so comfort in presenting in public is a much needed skill.

The job description outlines a more comprehensive list of duties, which are not limited to the following:

- **Leadership** – Articulate the short and long term vision and strategic direction as specified in the District Council's Strategic Plan; recommend and help prepare short

term and long range plans and budgets for implementation of the plan as they pertain to the three main programs (Safety Net, Restorative Justice and Stores), the Administrative Functions (Finance, Development and Property) and Mission Implementation in support of roles and responsibilities and outlined on SVdP's Organizational Chart. This includes but is not limited to: controlling expenses, ramping up monetary donations, helping identify and cultivate potential volunteers and donors, and making public SVDP's story, goals and objectives for mission advancement.

- **Development Department and Stores Operations:** Lead SVdP's initiatives to substantially increase revenue it receives from the community through the two engines that drive SVdP's primary annual income streams.
- **Management and Staff Development** – Support SVDP's senior management team to strengthen the programmatic, financial and operational goals, including recruiting, developing and motivating senior management staff (currently 8 direct report employees) maintain a positive, work-oriented, mission-driven culture, identify training needs and ensure development and implementation of programs that address mission, review current practices and methods, and initiate development of new ones as necessary.
- **Quality, Compliance and Reporting** – Ensure that all SVDP's activities and operations are in compliance with all applicable regulations and laws governing business operations; oversee the establishment and operation of systems to evaluate the results of overall operations and policies regularly and systematically.
- **Financial Duties** – Oversee the preparation of accurate and proper budgets, in collaboration with SVDP's senior management for submission to various committees, the Board and District Council for adoption annually; ensure appropriate control and accountability for all funds, physical assets, and other property; work with Governance and SVdP's senior management to develop financial plans and strategies.
- **Community Relations and communications** – Assure in collaboration with SVdP senior management that the mission, programs and services are consistently presented in a strong, positive image to relevant stakeholders; maintain and continue building a work environment that reflects SVDP's core values through inspirational leadership, collaborative decision-making and excellent communication skills.

DESIRED TRAITS, CHARACTERISTICS AND QUALIFICATIONS:

Exhibited experience in a mission driven setting as a forward-thinking leader with a philanthropic management discipline and a demonstrated commitment to providing high-quality leadership that reflects an ability to build strong interpersonal relationships and analyze data and respond to it. The Executive Director will have excellent interpersonal skills and public speaking ability, which will involve listening to Vincentians and other stakeholders, and speaking to groups and individuals regarding SVdP's Mission. The Executive Director will have a decisive management style that reflects experience working with diverse volunteers, staff, client populations, cultures and neighborhoods. The right candidate will have an ability to multi-task, as the breadth of job responsibilities will require this skill. Also the Executive Director will have executive-level writing and analytical skills and identifiable resourcefulness in creatively addressing situations. The preferred Executive Director will be conversant, comfortable and facile with Salesforce, Excel, PowerPoint and Word. The Board and District Council desires its Executive Director to proactively identify and bring to the forward ideas solutions to

problems, and otherwise provide thought leadership. The Executive Director will be a high energy person who is passionate, enthusiastic and joyful. . We are seeking a collaborative Executive Director who can bring an engagement and management discipline into a mission advancement setting. Perhaps most importantly, SVdP's overall mission will resonate deeply with the Executive Director.

SVdP is seeking a combination of experience that reflects a work history that is strong and exhibits Leadership understanding. The successful candidate should have an Entrepreneurial Spirit, with great Communication skills, be able to Influence others because of their personal convictions and is excellent in Relationship Building with internal and external stakeholders. Skills sought include: critical thinking, sound judgment, technical expertise, strong organizational abilities, and logical priority-setting.

EDUCATION

Bachelor's degree is the minimum educational requirement combined with relevant progressively responsible business, personnel and financial management experience.

Ability to be a team player with other dedicated volunteers and staff is essential to ensure that efforts are consistent with the overall mission and philosophy of the Society of St. Vincent de Paul. Knowledge of Catholic Church teachings, social justice issues required. Baptized, active and engaged member of the Roman-Catholic faith preferred.

CAREER PATH LEADING TO THIS POSITION

The ideal candidate will most likely have solid leadership experience in corporate or non-profit management. The applicant should be able to demonstrate and support through their employment history or experience the other qualifications or desired traits as outlined above. The candidate should preferably demonstrate a pastoral understanding and have a history of involvement in his/her faith home, community, experience volunteering or collaborating with community based organizations and have a work track record that highlights these skills and leadership traits.

COMPENSATION

Salary and benefits commensurate with qualifications and experience will be provided.