



## JOB ANNOUNCEMENT: EXECUTIVE DIRECTOR

### EXECUTIVE DIRECTOR

California School-Based Health Alliance  
Oakland, California

### OVERVIEW

The Board of Directors of the California School-Based Health Alliance (CSHA) seeks a passionate, collaborative and visionary executive leader to build upon years of successful efforts to put health care where children are... in schools. We are looking for a leader of hearts, minds and people to improve the health and academic success of children and youth statewide by advancing health services in schools. In partnership with board and staff, the successful candidate will play a pivotal role in building partnerships, securing funding and advocating for innovative approaches to sustain and expand school-based health centers (SBHCs) throughout the state. The executive director manages a staff of 12 experts in the ongoing creation and delivery of programs, trainings, and technical assistance in support of 243 existing SBHCs, as well as dozens of emerging new SBHCs throughout the state. The candidate will promote the value of school-based health care to funders, educators, administrators, politicians, and the general public.

### ABOUT THE CALIFORNIA SCHOOL-BASED HEALTH ALLIANCE

The California School-Based Health Alliance (CSHA) is a nonprofit organization dedicated to improving the health and academic success of children and youth by advancing school-based health care.

We are working toward a future when all students have access to the health services they need to be successful in school. School-based health care includes programs such as school-based health centers (SBHCs), mental health services, dental programs, school nursing, and mobile programs.

In California, more than 257,000 children grades K-12 attend a school that has a health center, and many more have access to other types of school-based health services. This is an important start, but many more children and families, particularly in underserved communities, could benefit from having health services in their schools.

Our work includes:

- **Advocating for public policies** that make school-based health care an integral part of the health and education systems.

- **Helping schools and communities** start school-based health care programs.
- **Ensuring high-quality school-based health care** through conferences, trainings, and technical assistance.
- **Raising the visibility of school-based health care** so it is valued by policymakers, educators, community leaders, parents, and students.

We have 11 staff members in our downtown Oakland office and one staff member in Fresno. We work closely with partners in Los Angeles and Alameda Counties and with our national affiliate in Washington, D.C. We have an inclusive and open work environment dedicated to continual learning and improvement to maximize our impact on the health and success of California’s children. You can learn more on our website: [www.schoolhealthcenters.org](http://www.schoolhealthcenters.org). Our outgoing executive director was the first paid staff-person, hired in 2003. Since that time our budget has grown from \$100K to \$2 million annually.

### **STRATEGIC DIRECTION**

The Board of Directors of CSHA recently adopted a two-year strategic plan designed to further the mission of the organization and capitalize on emerging opportunities and strengths. The plan includes four goals:

- Strengthen the impact of SBHCs on health and educational equity
- Expand school-based health by engaging youth, parents, communities, school districts and health providers as partners and advocates
- Expand and improve school mental health services
- Improve financing systems to sustain school-based health services

### **BASIC FUNCTION**

The executive director is directly responsible for the overall management of CSHA, including development and refinement of its service programs; control over budget and financial planning; contract and grant compliance; fundraising; account and fiscal management, recruitment, selection and evaluation of staff; political advocacy; and execution of board-established priorities and policies. This is a full-time position based in Oakland.

### **REPORTING RELATIONSHIPS**

The executive director reports directly to the board of directors and currently supervises two associate directors (programs and development) and the senior policy analyst. In addition, the executive director is supported by a program assistant who devotes approximately 50% FTE to executive assistant responsibilities.

## **RESPONSIBILITIES**

### **Leadership in developing and implementing CSHA's mission and strategy**

- Maintains a "big picture" outlook
- Is well-informed about issues, trends, and technical aspects of CSHA's work
- Thinks strategically about opportunities and threats for the organization, responds to change
- Expands the movement for SBHCs by cultivating leadership from board, staff, youth, and partners
- Solicits and acts upon ideas of others when appropriate; invites innovation
- Engages in learning and growth activities to improve job performance

### **Board relations**

- Ensures effective communication with Board members and keeps them engaged
- Understands and respects Board's role
- Provides well-balanced information and clear recommendations to the Board as it establishes new policies
- Effectively interprets Board policies and concerns, and develops a consistent direction for the staff to follow

### **Operations and administrative functions**

- Manages CSHA's activities in accordance with relevant laws and Board policies
- Working with management team and the director of finance, develops reasonable budgets and effectively manages the organizations finances, balancing programmatic needs with long-term growth and sustainability
- Ensures the efficient and effective functioning of CSHA through delegation to the staff and outside service providers

### **Fundraising and resource development**

- Enhances CSHA's reputation among funders and engages them in the issue/organization
- Improves CSHA's fundraising by expanding strategies and cultivating new approaches in consultation with staff and the board's resource development committee
- Generates resources to maintain growth of the organization including unrestricted revenue
- Successfully targets fundraising to steer the organization toward its mission and priorities (avoids "mission creep")

### **Human resources**

- Hires high quality staff to effectively fulfill the mission of the organization
- Ensures that CSHA is in compliance with laws and regulations
- Thinks proactively about human resources including succession planning

### **Staff management and development**

- Sets staff policies and determines compensation
- Creates a positive workplace culture that fosters creativity, leadership and professional development
- Sets clear standards of performance, professionalism, expectations, and responsibilities
- Fosters clear and open communication with, and among, staff
- Provides effective supervision to direct reporting staff and assists supervisors in problem solving with employees

### **Work output and quality**

- Effectively accomplishes outcomes and deliverables in CSHA's strategic plan and workplans
- Oversees a high quality policy advocacy program for CSHA, working with senior policy analyst
- Oversees CSHA's program development in technical assistance and communications
- Produces high quality deliverables (e.g. reports, policy papers, grant proposals, strategic plan)

### **External communications**

- Plays a lead role in developing and executing the CSHA's communications strategies, in partnership with the director of communications and management team
- Is a strong and persuasive representative of CSHA and SBHCs to outside stakeholders (e.g., policymakers, partner organizations, media)
- Inspires confidence and establishes credibility
- Organizes ideas and information logically and presents them clearly and concisely
- Takes advantage of opportunities to communicate about the issue/organization

### **Partnerships and collaboration**

- Develops strategic relationships with partner organizations, legislative and administrative staff, consultants and colleagues
- Brings people/organizations together to work strategically and translates ideas into action
- Expands base of stakeholders for school health centers/services
- Is a reliable and valuable member of coalitions or collaborations

## **CANDIDATE PROFILE**

*The successful candidate will bring a variety of skills and expertise, including:*

- Minimum seven years' experience in senior position with a nonprofit or community-based agency
- Mission driven leader who possesses a management style sufficient to gain the trust and confidence of all stakeholders.
- Comfortable interacting with a range of partners and maintaining a highly visible role
- Demonstrated track record in fundraising
- Excellent written and verbal communication skills, including a comfort with public speaking
- A proven track record of effective financial resource-management
- Strong strategic planning and operational implementation experience
- Experience in organizational management and growth
- Strong analytical and problem solving skills
- Experience in managing, nurturing, developing a Board and/or advisory groups
- Significant collaborative experience working with diverse groups and organizations to build working partnerships and launch new initiatives
- Experience working with policymakers and government agencies to educate and influence policy
- Graduate degree, preferably in education, health or non-profit management
- Experience in the fields of child/adolescent health and/or education

## **PERSONAL AND PROFESSIONAL QUALITIES:**

- Innovative and visionary, big picture thinker
- Charismatic and inspiring communicator
- Supportive team builder who fosters staff leadership and growth
- Passionate advocate for social justice and equity
- Unquestionable integrity and ethics
- Action-oriented, problem-solver
- Obsessed with impact and excellence
- Visionary but humble and authentic
- Entrepreneurial spirit, self-starter
- Open-minded, curious, and committed to learning and improvement

## **APPLICATION PROCESS**

Applicants should send their resume and cover letter describing their qualifications and their interest in the executive director position to [edsearch@schoolhealthcenters.org](mailto:edsearch@schoolhealthcenters.org). **Application review will begin on June 10, 2016.**

CSHA offers a competitive benefits package that includes vacation/holiday/sick leave, medical/dental/vision, life insurance and long term disability, and a generous retirement contribution.

The California School-Based Health Alliance is an equal opportunity employer and is committed to recruiting a broadly diverse pool of qualified candidates for this position.