



Title: Executive Director (ED)
Status: Full-Time
Reports to: Board of Directors

THE ORGANIZATION:

The OUR HOUSE Grief Support Center mission is to provide the community with grief support services, education, resources, and hope. Since 1993, OUR HOUSE has helped thousands of children, teens, and adults as they embark upon their journeys to hope and healing. OUR HOUSE provides essential grief support for a universal experience that deserves heightened understanding and acceptance. Its programs and services include in-house adult and children grief support groups, school-based grief support, professional grief trainings, children's grief camp, on-site grief response, and grief support tools and resources.

Grief Support Groups

OUR HOUSE grief support groups create a warm environment of safety and comfort in which children, teens, and adults find the support they need from others who have also experienced the death of someone close. Led by highly trained volunteers, groups are age- and relationship- specific. OUR HOUSE also offers grief support groups in local schools helping grieving children in low-income, underserved areas of Los Angeles County.

Education

OUR HOUSE is a leading provider of grief education, offering workshops, seminars, and in-service training to mental health and medical professionals, clergy, educators, and other members of the community who interact with bereaved families. The OUR HOUSE grief education program is part of the curricula for students at USC's Keck and UCLA's David Geffen Schools of Medicine and the American Jewish University.

Resources

OUR HOUSE is the most recognized grief support center in California. On-site grief support and interventions are available to schools and businesses throughout the greater Los Angeles area. The organization serves as a resource for referrals to services in centers throughout the country.

Hope

Over 250 professionally trained and supervised volunteers contribute more than 17,000 volunteer hours annually to OUR HOUSE. They bring empathy, understanding, and hope to grieving adults, teens, and children.

As a nonsectarian, nonprofit organization, OUR HOUSE is reliant on the generosity of donors, corporate/community partners, and annual fundraising events. As of October 2016, OUR HOUSE Grief Support Center has received and maintained a 4-star rating from Charity Navigator.

For more information, please visit www.ourhouse-grief.org

THE OPPORTUNITY:

OUR HOUSE is seeking a self-driven, empathetic, and caring leader with demonstrated success in team leadership and fundraising as its next Executive Director to lead the agency toward continued sustainability and success in accomplishing its strategic priorities and objectives.

RESPONSIBILITIES OF THE POSITION:

The Executive Director is responsible for the agency's consistent achievement of its grief support mission, strategic goals, and fund development/financial objectives, helping to maintain the agency's excellent reputation. The Executive Director supervises and empowers the agency's leadership team of four directors and assists the Board in fulfilling its governance functions, ensuring that all Board members, staff, volunteers, and donors are working to achieve a common vision and purpose. Reporting to the Chair of the Board of Directors, the Executive Director supports the agency's entrepreneurial, nimble, and collaborative style and oversees an annual budget of approximately \$2.8 million and a total staff of 24.

Responsibilities include, but are not limited to:

Leadership, Management, and Oversight

- Lead, direct, and oversee all strategic aspects of the agency's programs and brand, sustaining OUR HOUSE Grief Support Center as a mission-driven organization.
- Directly supervise Clinical Directors, Chief Development Officer, Director of Operations, and Finance Manager.
 - Responsible for recruiting, hiring, releasing, orienting, reviewing, and sustaining all staff directors, and support those processes for their direct reports.
 - Provide leadership, mentorship, expectations, support, training, empowerment, and coaching.
- Develop and lead all-staff meetings and annual staff retreats.
- Work closely with Board of Directors staff liaison to ensure open lines of communication between staff and Board of Directors.
- Maintain knowledge of developments, trends, and best practices in the nonprofit sector and field of grief support.
- Oversee the annual calendar of the agency's seasons and work.

Fund Development

- Contribute to the establishment of, and oversee execution of annual fund development plan.
- Engage in continual donor identification, cultivation, solicitation, and stewardship.
- Oversee and evaluate need for fundraising annual and special events and assist in execution of each.
- Work with the Chief Development Officer/Development Team to:
 - Assess and implement fundraising strategies, constituent groups, and proposals for funding
 - Ensure funder reports and proposals are complete and timely, and reflect accurate data and expectations
 - Ensure donor database is up to date, precise and comprehensive
 - Steward specific portfolio of major donors and foundations

Financial Management

- Sustain sound financial management practices with Treasurer and Finance Committee.
- Strategically develop two-year annual operating budget (Jan-Dec FY) with input from staff and Board of Directors for November budget approval.
- Review quarterly actuals and forecast long term income/expenses to ensure consistent cash flow.
- Manage approved annual budget and report quarterly to Board of Directors and committees.
- Oversee, insure accuracy, and approve all expenditures, weekly invoice and expense report processing.
- Work with Treasurer and Finance Committee to ensure security of agency's assets.

Human Resources

- With HR Consultant, manage HR according to policies and procedures that conform to current laws and regulations.

- With Finance Manager, produce and approve payroll for each of 24 pay periods.
- Oversee and report to Board of Directors all compensation decisions.
- Oversee annual performance and position review process and implementation with staff directors and their subordinates.
- Annually review employee benefit offerings including health insurance enrollment.
- Maintain and update the agency's Personnel Manual.
- Maintain a work environment that attracts, keeps and motivates a diverse staff of top-quality people.

Liaison to all Agency Boards

- With Board Chair, develop and assist with leading quarterly meetings and annual retreats for agency Boards and committees.
- Gather, interpret, and articulate information to Board of Directors about community trends and resources as they relate to enhancing the Board's capacity for effective communication, decision-making and long-term planning.
- Assist in recruitment, selection and evaluation of Board members.
- Oversee development and implementation of orientation and education for incoming Board members.
- Support committee structure by participating in meetings; working with chairs to ensure optimal committee functioning.
- With, Chief Development Officer, support Associate Board of young professionals and Valley Advisory Board.
- With Board Chair, meet strategic initiatives of building, diversifying, and strengthening the Board of Directors.

Operations

- With Director of Operations, oversee agency operations, including facilities, leases, technology, and equipment.
- Oversee and negotiate all office leases and satellite location contracts.
- Review and renew licenses and insurance policies, ensuring that coverage meets the needs of the agency.
- Oversee risk management related to security, liability, and confidentiality.

Programs

- Ensure that programs are consistently presented in a strong and positive image to stakeholders and community.
- Ensure that funding agreement criteria is met.
- Promote active and broad participation by volunteers in all areas of the organization's work.
- Monitor community needs on an ongoing basis, be aware of changing context within which programs and services are provided, and develop programs consistent with those needs.
- Provide to the Board and other applicable bodies, summary reports of programs and services including statistical, quantitative and qualitative data as well as recommendations for future improvement and change.

Strategic Planning

- Ensure that the organization has a long-range strategy and plan which achieves its mission.
- Oversee the ongoing implementation, review, and revision of the agency's strategic plan.
- Manage the budget and timeline for the strategic plan.
- Communicate initiatives and future needs to Board, Board committees, staff, and agency stakeholders.
- Ensure organization continues to define/pursue DEI initiatives to enhance diversity among staff, volunteers, and Boards.

Community Awareness & Marketing

- Ensure Chief Development Officer and Marketing Manager oversee execution of annual marketing plan for volunteer recruitment, donor cultivation, and agency brand awareness.
- Serve as agency spokesperson and undertake activities within the community that enhance organization's visibility.

QUALIFICATIONS:

The Executive Director will be an accomplished visionary leader, who will inspire staff, Board members and volunteers, and will be empathetic, with an entrepreneurial spirit and a deep passion for the agency's grief support mission. The ED will have a demonstrated track record of cultivating and stewarding new and existing donors and personally closing gifts of \$20K-\$1M+. Candidates should be self-driven, have business acumen, a grass roots work mentality and strong problem-solving skills coupled with a warm, caring attitude and high emotional intelligence. The ideal candidate will be a collaborative team builder, mentor and experienced leader who operates with a strategic perspective while independently executing the day-to-day activities. Exceptional communication skills, both written and oral are essential, as is attention to detail, organization, and advanced computer skills. The Executive Director will have strong interpersonal skills and be a natural relationship builder. The ideal candidate will be a good listener who is accessible and who possesses the ability to adapt and respond effectively to change, while continuing to lead, empower and mentor the team. This individual needs to be a coalition-builder who can work on multiple levels with a wide variety of constituencies to implement programs and processes, and facilitate change, when required.

The Executive Director will have a demonstrated commitment to promoting diversity on the Board and within the organization, as well as recognize the diverse nature of the community. An inclusive leadership style that endorses collaboration, trust and open, transparent communication between all stakeholders will be highly valued. This individual will accomplish goals through motivation, the delegation of authority, empowering staff, and the use of systems that are designed for effective planning, evaluation, and accountability. The successful candidate should possess and have a reputation for honesty and trustworthiness, a strong work ethic, do it yourself self-initiative, compassion, and a sincere dedication to the mission and programs of OUR HOUSE.

CAREER TRACK LEADING TO THIS POSITION:

The Executive Director will have at least seven (7) to ten (10) years of relevant senior level leadership experience. Although it is preferable that candidates come with a background in nonprofit management, and experience as a clinician, it is possible that candidates may come from another sector and demonstrate a strong passion or personal connection to the mission of OUR HOUSE. Demonstrated successful experience and comfort with fundraising is essential and a demonstrated track record of personally closing gifts of \$10K-\$1M+ is essential. Experience in creating and implementing strategic plans, as well as using data in assessment and decision-making will also be important. The ideal candidate will be a dynamic and forward-thinking individual who has shown success in generating widespread support for an organization through positive culture building, and collaborative efforts with internal and external stakeholders. The Executive Director should also have a good understanding of effective, forward-looking fiscal management, including annual budgeting and cash flow analysis, and implications for nonprofits. Team management experience is required, and the successful candidate must demonstrate an ability to oversee, inspire, and collaborate with staff and will have a clearly articulated management philosophy which supports a positive team culture, high performance and employee retention. Excellent communication skills, including public speaking and writing skills, and success in forming strong community partnerships are essential and expected. The successful candidate will articulate a strong commitment to and understanding of Diversity, Equity and Inclusion, will possess a high level of cultural competence, effectively incorporating DEI into all aspects of their work, and will work productively across lines of difference.

ADDITIONAL SKILLS:

A Background in social services is highly desirable. Multi language fluency in both English and Spanish is desired but not required. Fluency in Microsoft 365 and Google Workspace products is necessary to conduct day to day required tasks. Experience working with a Donor Management software such as Salesforce, Raiser's Edge or Donor Perfect is also required.

The above description is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position, but they are intended to describe the general nature of the work being performed by the Executive Director.

EDUCATION:

A Bachelor's degree is required. An advanced degree in related fields of study such as Social Work, Nonprofit Management, Business, Public Administration, or Public Health is preferred.

COMPENSATION:

The Executive Director is a full-time, exempt position. Annual salary range is \$150,000-\$175,000+ depending on experience, plus comprehensive benefits.

TO APPLY:

Please direct inquiries, nominations, and applications, including resume and a compelling letter of interest, a one-page writing sample, and three (3) professional references in confidence to: careers@ourhouse-grief.org. No phone calls please.

OUR HOUSE Grief Support Center is an equal opportunity employer and does not discriminate on the basis of race, national origin, religion or creed, gender, gender identity, sexual orientation, marital status, age, veteran status, disability or any other legally protected status recognized by federal, state or local law with respect to employment opportunities.