

# BRAKELEY SEARCH

LEADERSHIP SEARCH PARTNERS

---

POSITION SPECIFICATION

## CHIEF EXECUTIVE OFFICER Family Support Services *Oakland, CA*

### **Brakeley Search**

formerly known as Leadership Search Partners,  
is a search firm focused exclusively on the nonprofit sector.  
As a division of Brakeley Briscoe, Inc. (BBI), Brakeley Search works with  
local, national, and international nonprofits to help them hire exceptional senior-level leaders.

### **Managing Director, Scott Staub, ACFRE**

is leading this search assignment. Inquiries may be made, in confidence,  
to Scott Staub at [sstaub@brakeleysearch.com](mailto:sstaub@brakeleysearch.com).

# BRAKELEY SEARCH

## LEADERSHIP SEARCH PARTNERS

---

**TITLE:** Chief Executive Officer

**ORGANIZATION:** Family Support Services (FSS)

**LOCATION:** Oakland, CA

**REPORTS TO:** Board of Directors

### **MISSION**

The mission of Family Support Services is to nurture children, youth and caregivers to keep families healthy and intact.

### **ABOUT THE ORGANIZATION**

Family Support Services assists families who face serious challenges in successfully caring for their children. These include families with children who have mental or physical disabilities; families taking care of children who are substance exposed, medically fragile, or are HIV+; and families in which grandparents or other relatives have had to step in to care for children. Family Support Services also works with families in which children are at risk of abuse or neglect to help parents improve their parenting skills and ensure that these children are raised in safe, healthy, and nurturing environments.

Family Support Services delivers programs in Alameda, Contra Costa, and San Francisco counties. They serve clients in some of the most underserved communities in the Bay Area. Of the families FSS supports, over 83% are families of color, over 62% are headed by a single adult, and over 60% live in poverty. Family Support Services serves more than 2,000 Bay Area clients each year.

### **ABOUT THE OPPORTUNITY**

The next Chief Executive Officer of Family Support Services will lead a team with passion for the children and families served and long tenure with the agency. The agency has recently had two executive transitions over a short period of time. The new CEO will need to build relationships with key stakeholders like government partners, staff, and donors to ensure the critical and unique services of the agency are provided to the most underserved communities. Raising the profile of the agency and strengthening philanthropic support while maintaining fiscal stability will be a priority for the next CEO.

Successful candidates will have experience in behavioral or community services along with effectively securing contracts with various government agencies to provide services to the most vulnerable children and families. Managing a complex budget with multiple revenue streams is essential. A track record of working with donors and advocacy is highly preferred.

# BRAKELEY SEARCH

LEADERSHIP SEARCH PARTNERS

---

## **Key Responsibilities**

### *Organizational Leadership and Management*

- Lead the organization in the development and implementation of long-term vision, strategies, and goals
- Oversee all operational, programmatic, financial, and fundraising activities of the organization
- Manage and inspire staff, leading the team to fully realize FSS' mission and new and exciting possibilities
- Foster an organizational culture of results, learning, innovative thinking, accountability, and collaboration
- Maintain an effective and collaborative working relationship with the Board of Directors as a whole and with individual board members
- Serve as the principal resource to the Board of Directors and its key committees and give strong direction in policy formulation and interpretation
- Serve as a compelling spokesperson for FSS' vision, strategy, and programs among board, staff, volunteers, donors and other key stakeholders, and the community at large
- Cultivate and maintain strong relationships with major donors, foundations, and government agencies
- Serve as spokesperson to the general public for vulnerable children and their families

### *Fiscal Management*

- Develop, manage, and monitor organizational budget in partnership with the Chief Financial Officer and the Board of Directors
- Strategically link revenues and resource allocation to facilitate and manage agency and programmatic growth
- Oversee the presentation of financial and organizational progress reports to the Board of Directors

### *Strategic Planning*

- Develop and execute a strategic plan in conjunction with the Board of Directors and the senior leadership team

### *Fundraising*

- Deepen and expand relationships with diverse funding sources, including public agencies, foundations, corporations, and individual donors
- Drive key results in fundraising by working with the Board of Directors in a successful fund development plan

# BRAKELEY SEARCH

LEADERSHIP SEARCH PARTNERS

---

## **Professional Experience/Qualifications**

### Experience:

- Minimum of 5 years leadership with managerial, financial, and operational experience as an executive/senior manager
- Minimum of 3 years of experience in a senior leadership role, including leading senior management team and a large staff, and budgetary accountability of \$3 million or more
- Executive Director/CEO or COO/large divisional director experience required
- Experience with oversight of diverse range of programs or operations, particularly with complex funding streams and government regulations, over multiple geographies
- Experience developing and executing strategic plans for an organization
- Track record of building relationships and working effectively with public partners, funders, business leaders, and the community
- Demonstrated ability to develop, and retain diverse staff, cross-functional team performing in a demanding environment
- Understanding and involvement with community-based social services programs
- Proven track record of managing change through a transition and/or transformation is highly preferred

### Skills:

- Outstanding communicator with excellent speaking, writing, and listening skills
- Ability to publicly advocate on behalf of FSS and the people it serves
- Big picture thinker who understands how to increase, diversify, and optimize multiple funding sources
- Proficiency in financial management and analysis
- Ability to plan and execute on specific metrics to achieve organizational goals
- Ability to build relationships with clients, donors, partner organizations and government agencies

### Personal Characteristics:

- Problem solver and comfortable making tough decisions
- Operates with transparency and candor
- High degree of emotional intelligence and empathy
- Commitment to principles of cultural humility in working with diverse communities
- A leader who embraces being the public face of an organization
- Personal integrity and work ethic

### Education:

- Bachelor's degree required
- Master's degree in public or business administration, social work or healthcare administration is highly preferred

# BRAKELEY SEARCH

LEADERSHIP SEARCH PARTNERS

---

## COMPENSATION

The salary range for this position is \$170,000 to \$185,000. FSS offers a competitive benefits package.

## TO APPLY

Brakeley Search is conducting this search on an exclusive basis on behalf of FSS. Interested candidates should apply via email by sending a resume and a letter outlining qualifications as PDF or Word documents to Chelsea Burr at [CBurr@BrakeleySearch.com](mailto:CBurr@BrakeleySearch.com) with “Chief Executive Officer FSS” in the subject line.

## EOE STATEMENT

Family Support Services is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis including, but not limited to: race, religious creed, color, national origin, ancestry, citizenship, physical disability, mental disability, medical condition (including genetic characteristics), marital status, veteran and/or military status, political affiliation, sex (including breastfeeding or medical conditions relating to breastfeeding), sex stereotype, gender, gender identity, gender expression, transgender (including whether or not you are transitioning or have transitioned), sexual orientation, pregnancy, perceived pregnancy, childbirth or related medical conditions, age, hair texture and protective hair styles

**BRAKELEY SEARCH** is a search firm focused exclusively on the nonprofit sector. As a division of Brakeley Briscoe, Inc. (BBI), Brakeley Search works with local, national, and international nonprofits to help them hire exceptional senior-level leaders. [www.brakeleysearch.com](http://www.brakeleysearch.com)