

BRAKELEY SEARCH

LEADERSHIP SEARCH PARTNERS

POSITION SPECIFICATION

CHIEF EXECUTIVE OFFICER Alum Rock Counseling Center *San Jose, 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.

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TITLE:	Chief Executive Officer
ORGANIZATION:	Alum Rock Counseling Center (ARCC)
LOCATION:	San Jose, CA
REPORTS TO:	Board of Directors

MISSION

To heal families and inspire youth to reach their full potential

ABOUT THE ORGANIZATION

Alum Rock Counseling Center (ARCC) was founded in 1974 by a group of community members, who were aiming to address the academic, social and mental health needs of the at-risk youth and families living in the extremely high-need area of East San José. Due to the lack of linguistically sensitive and culturally appropriate practitioners and services, many of the predominantly Spanish-speaking individuals in this region were “falling through the cracks” of the legal, educational, and health systems into lives of poverty, academic failure, illness, addiction, incarceration and victimization. The founders’ intent was to offer practical, proven solutions to families when and where they needed them most, and in a manner that was inclusive, respectful, and delivered in a language most familiar to clients. Their goal was to provide this community with culturally sensitive, strengths-based counseling and professional support to help youth and their families lead healthier, safer, more productive lives.

Today, ARCC’s mission remains very much the same- namely, to heal families and inspire youth to reach their full potential. The agency strives to accomplish its mission by promoting the healthy development of at-risk minors through a combination of educational assistance, youth & family counseling, youth development/character building activities, violence prevention education, and crisis intervention services, all of which are designed to be linguistically and culturally appropriate. Through its strategic partnerships and extensive continuum of care, ARCC provides low-income, minority youth with tools to break multigenerational cycles of poverty and school failure, so that they can stay safe, in school and drug & violence free.

ABOUT THE OPPORTUNITY

Current Chief Executive Officer, Steve Eckert, will retire in June 2025 after eight years of service. ARCC has grown under Steve's leadership, expanding services and raising the profile of the agency. The next CEO will lead a strong team of over 80 people who are passionate about the clients they serve and a strong board of directors to partner with the CEO. While ARCC has been successful in expanding contracts for services, expanding and strengthening philanthropic support will be a priority for the next CEO. Successful candidates will have strong fiscal skills along with being an effective advocate in public policy and fundraising. Experience in obtaining and managing government contracts is essential. This position operates on a hybrid schedule with the CEO in the office one or two days a week.

Key Responsibilities

Organizational Leadership and Management

- Lead the organization in the development and implementation of long-term vision, strategies, and goals
- Oversee all programmatic, operational, financial, and fundraising activities of the organization
- Manage and inspire staff, leading the team toward a common mission
- 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 ARCC's 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

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

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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 Director of Development and Communications and Board of Directors in a successful fund development plan

Professional Experience/Qualifications

Experience:

- 8+ years leadership with managerial, financial, and operational experience as an executive/senior manager
- 5+ years of experience in a senior leadership role, including leading a senior management team in nonprofit organization, public agency, government entity or professional association
- Proven track record of managing complex budgets of at least \$5M
- Experience with oversight of complex, diverse range of programs or operations
- 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 high-stress environment

Skills:

- Outstanding communicator with excellent speaking, writing, and listening skills
- Ability to publicly advocate on behalf of ARCC 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:

- A leader who enjoys being the public face of an organization
- Problem solver and comfortable making tough decisions
- High degree of emotional intelligence and empathy
- Commitment to principles of cultural humility in working with diverse communities

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Education:

- Master's degree required in public health, psychology, healthcare management, business, social work, or other relevant field is required

Preferred:

- Fluency or proficiency in Spanish
- Executive Director/CEO experience
- Mental health (Psychology, LCSW, MFT) clinical certification

COMPENSATION

The salary range for this position is \$200,000 to \$220,000. ARCC offers a generous benefits package as well.

TO APPLY

Brakeley Search is conducting this search on an exclusive basis on behalf of ARCC. 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 with "Chief Executive Officer ARCC" in the subject line.

EOE STATEMENT

Alum Rock Counseling Center (ARCC) is an equal opportunity employer and is committed to compliance with all applicable laws providing equal employment opportunities. ARCC policy prohibits unlawful discrimination based on race, color, religious creed, sex, gender, gender identity, gender expression, marital status, age, national origin, ancestry, physical or mental disability, medical condition, sexual orientation, military and veteran status, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

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