

# BRAKELEY SEARCH

LEADERSHIP SEARCH PARTNERS

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POSITION SPECIFICATION

## CHIEF EXECUTIVE OFFICER

PRC

*San Francisco, 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).

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**TITLE:** Chief Executive Officer

**ORGANIZATION:** Positive Resource Center (PRC)

**LOCATION:** San Francisco, CA

**REPORTS TO:** Board of Directors

### MISSION

Our mission is to help people affected by HIV/AIDS, substance use, or mental health issues better realize opportunities by providing integrated legal, social, and health services that address the broad range of social risk factors that impact wellness and limit potential.

### ABOUT

PRC believes everyone deserves an advocate and an opportunity.

PRC (formerly Positive Resource Center) has been transforming the Bay Area for decades, helping those affected by HIV/AIDS, substance use, or mental health issues realize their best selves by providing the support and services they need to reclaim their lives.

Services include emergency financial assistance for short-term security; legal representation for access to basic income and healthcare benefits; and residential treatment, supportive housing, and employment training for longer-term social rehabilitation.

Having merged with the AIDS Emergency Fund and Baker Places, Inc. in 2016, PRC's interconnected services help over 5,000 clients per year on their path toward long-term stability and success.

PRC remains committed to the same core ideals it was founded upon:

- PRC will continue to be welcoming and accepting of ALL people;
- PRC will stand up, speak out, and provide both urgent and long-term support for those who too often are marginalized or ignored;
- PRC will never, ever stop working to empower their clients by helping the whole person – moving beyond merely addressing their health and tackling the larger social issues that affect them.

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## ABOUT THE OPPORTUNITY

PRC is highly respected as a provider of care for San Francisco's most vulnerable residents affected by HIV/AIDS, substance abuse and/or mental health issues. PRC is seeking a passionate, outcomes-oriented CEO to expand the advocacy, impact, and healthcare delivery PRC provides. The CEO will have to deftly lead the agency, and its dedicated board and staff, to realize the goals of health and advocacy. The new leader will inherit a team with tremendous depth of experience and knowledge. They will need to operate easily at high policy levels, while also keeping focus of the human dimension of providing assistance to the vulnerable population PRC cares for – people who may have HIV/AIDS, substance use and/or mental health issues as well as being unhoused.

The CEO will lead an agency with a budget of over \$28 million and 243 employees with programs spanning the City and County of San Francisco. They will play a pivotal role in diversifying the agency's funding, significantly expanding philanthropic support and other revenue streams.

## 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 PRC'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 Chief Development Officer and Board of Directors in a successful fund development plan

## **Professional Experience/Qualifications**

### Experience:

- 10+ years leadership in progressively increasing responsibility and accomplishments in a nonprofit or public agency
- 5+ years of experience in a senior leadership role, including staff management direct reports and a large staff, and budgetary accountability of \$10M+
- 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
- Experience in social services, mental health and/or housing/homelessness

### Skills:

- Outstanding communicator with excellent speaking, writing, and listening skills
- Ability to publicly advocate on behalf of PRC and Baker Places and the people they serve
- 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:

- Compassion for those affected by HIV/AIDS, substance abuse and/or mental health issues
- 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
- Collaborative, “do what it takes” mentality

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## Education:

- Bachelor's degree required
- Master's degree in public or business administration, social work, behavioral health or law a plus

## Preferred:

- Proven track record of managing change through a transition and/or transformation
- Experience negotiating contracts with government agencies

## COMPENSATION

The salary range for this position is \$275,000 to \$300,000 plus bonus.

## TO APPLY

Brakeley Search is conducting this search on an exclusive basis on behalf of PRC. 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 PRC" in the subject line.

## EOE STATEMENT

PRC is an Equal Opportunity Employer. People living with HIV/AIDS or other disabilities, people of color and people who are bilingual/bicultural are strongly encouraged to apply.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

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