

**POSITION DESCRIPTION  
EXECUTIVE DIRECTOR  
ENTERPRISE FOR YOUTH**



## **Enterprise for Youth**

Enterprise for Youth is a leading provider of job readiness training and career exploration opportunities for San Francisco teens and young adults. Founded almost 50 years ago, Enterprise works in partnership with major SF employers, the SF Department of Children, Youth and Their Families (DCYF) and a variety of private donors and foundations, to develop and implement programs that changes lives. Recognizing the value of work experience for youth, particularly youth from underserved communities and families with limited support networks, Enterprise focuses its programs on youth facing multiple barriers and offers training and support to youth interested in broadening their horizons and opportunities.

Enterprise has a long history of community support, including the San Francisco Fall Art & Antiques Show, which was created by Enterprise 35 years ago and remains wholly owned and managed by Enterprise. The Art & Antique Show provides a major source of unrestricted funding for Enterprise and ties the organization's work to the SF community that generously supports the Show and Enterprise.

## **The Executive Director Opportunity**

Enterprise is seeking a dynamic and experienced Executive Director to continue the growth and evolution of the organization. With a solid strategic plan in place and strong funding and strong community support, Enterprise seeks a leader with commitment to youth development, career and job training, and the energy and resources to grow and strengthen the organization.

The Executive Director works with a talented staff to craft, refine and evaluate the mission and programming of Enterprise. The Executive Director also works closely with community stakeholders, assuring the quality and effectiveness of programs and long term viability of the organization. As the voice of Enterprise in the community the Executive Director is responsible for telling the Enterprise story and garnering both financial support and employment opportunities for its programs. The Executive Director works closely with a professional Board of Directors that offers a wide range of skills to the organization from development to finance to management.

## **Duties and responsibilities of the Executive Director**

### *Organizational Leadership and Management*

- Review and refine Enterprise's vision, and build consensus among the Board, staff, key stakeholders and the community to achieve it

- Lead the organization through development, implementation and monitoring of strategic and operational plans, along with policies and procedures, which translate the vision into action
- Build community partnerships to help realize the organization's broader vision

#### *Communications and Public Relations*

- Perform as spokesperson and ambassador for the organization, increasing Enterprise's community visibility and effectiveness
- Work with staff and consultants to develop messages, materials and vehicles that communicate Enterprise's mission and programs

#### *Resource Development and Stewardship*

- Execute on the current Development Plan adopted in 2015 in partnership with Board and community partners
- Steward and deepen relationships with diverse funding sources, including foundation, corporate and individual donors to secure needed resources for the operating budget
- Provide guidance and support to the Program Director and Development Director in order to secure additional funding from the City and County of San Francisco
- Provide oversight of the Development Director and San Francisco Fall Art and Antiques Show Director in the management of fundraising strategies and fundraising events and activities
- Recruit pro bono resources (legal, strategic and project-specific volunteers) to achieve strategic and operational priorities while leveraging the operating budget

#### *Board Relationships*

- Work in partnership with the Board of Directors, and in particular the Board President, on policies and strategic direction
- Prepare regular financial and organizational reports for the Board
- Support the work of all Board committees and Enterprise's Young Professionals Group

#### *Staff Supervision and Human Resources*

- Recruit, train and evaluate senior staff; lead and provide guidance to support the successful achievement of their goals
- Develop annual work plans with each senior staff member that are tied to and evaluated against strategic and operational priorities

#### *Financial Management*

- Develop, manage and monitor organizational budgets, ensuring that the funding of programs and initiatives reflects organizational priorities
- Manage ongoing reporting of financial aspects of the organization on a timely basis
- Provide oversight of all related fiduciary issues, such as insurance, investments, etc.

## **Qualifications**

### *Management experience:*

- Demonstrated strength, skills and 7 + years' experience in significant leadership and senior management roles, accompanied by a track record of outstanding performance and results
- Business and fiscal management skills including, finance, P&L, budgeting, forecasting and accounting
- Candidate must possess the knowledge and have the ability to build strategic relationships in the Bay Area education, philanthropic, and political communities
- Employee relations, training, compliance and HR matters

### *Non-profit experience:*

- Demonstrated strength, experience and results in non-profit development and fundraising is a plus.
- Exceptional written and oral communication skills.
- Ability to tell the Enterprise story in a manner that is compelling to diverse youth, staff, and community supporters
- Preferred ability to manage large-scale fundraising events
- Commitment to Enterprise's educational and career focused mission
- High energy, positive attitude and sense of humor
- Commitment to respecting the differences between individuals (race, gender, age, sexual orientation, cultural heritage, physical disabilities and education) and treating differences as an asset and strength of Enterprise.
- Bachelor's degree required, advanced degree preferred.

## **Compensation and Benefits**

- This position offers competitive compensation and benefits

To be considered as an applicant email PDF resume and cover letter to:

**Email:** [ExecDirSearch@ehss.org](mailto:ExecDirSearch@ehss.org) Include in the Subject Line – Enterprise ED Search

Principals only, no phone calls or recruiters.

Enterprise is an equal opportunity employer and will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance and Chapter 12T of the San Francisco Administrative Code. Applicants will be required to provide written consent to a background check after receiving a conditional offer of employment.

Enterprise does not discriminate against any employee or applicant for employment because of race, color, ethnic background, religion, gender identity, gender expression, sexual orientation, age, national origin or disabilities. Please let us know if you need accommodations for the interview process.

#### DISCLAIMER

The preceding position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of the employees assigned to this job.