



YOUTH EMPOWERMENT SISKIYOU

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P.O. Box 1337, Yreka, CA 96097

530-841-0844

info@YESiskiyou.org

YouthEmpowermentSiskiyou.org

EMPLOYMENT OPPORTUNITY

The private non-profit agency Youth Empowerment Siskiyou advocates for youth that have been exposed to trauma and youth who are at-risk of trauma exposure. Our staff and volunteers strive to build and support a strong local community in Siskiyou County, where every child, teen and young adult is and feels safe, loved, and empowered.

Our Values:

Equity. Individualized service plans better meet the needs of the people we serve. "One size fits all" may still leave people underserved.

Evolution. As community members, we value engagement with our neighbors and strive to be locally responsive. We want to grow together.

Nurturance. We believe everyone deserves to be treated with compassion, dignity and empathy. We embrace trauma-informed care.

Integrity. We strive for financial and programmatic transparency and encourage our community to hold us accountable in discontinuing the harm that has been caused in the past by child welfare organizations.

Youth Empowerment Siskiyou is an equal opportunity employer committed to a diverse (multi-gender, cross-class, multi-racial), collaborative and sustainable work environment. We strongly encourage all to apply (including people of color; lesbian; bisexual; queer; trans and gender non-conforming people; intersex people; and people with disabilities). If reasonable accommodation is needed to participate in the application and interview process, please express that with your cover letter and resume submission.

Position: Executive Director

Reports to: YES Board of Directors

Hours: 40 hours per week/salaried/exempt; some remote work possible; some travel throughout Siskiyou County and the state of California required; some evenings and weekends required; on-call shifts required; some overnight shifts may be required

Salary: \$68,640 - \$72,800 annual DOE

To Apply: Submit signed YES employment application, resume and cover letter to Christine@YESiskiyou.org with subject line: "ED Employment Interest"; first review of applications scheduled for January 15, 2024 with anticipated start date of April 1, 2024

Benefits: Medical, dental and vision insurance with 100% of employee premiums paid by YES; paid holidays, sick and vacation leave; reimbursement for use of personal cell phone

Description: The Executive Director (ED) holds overall strategic and operational responsibility for Youth Empowerment Siskiyou's staff, programs, funding, and mission. After years of rapid growth, the new ED will guide the agency through a period of stabilization and infrastructure-building, securing and improving current programs, partnerships and funding sources to prepare for additional future expansion.



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RESPONSIBILITIES:

Leadership and Management

- Ensure consistent and rigorous oversight of YES's programmatic, finance and administration, and fundraising and outreach activities;
- Provide trauma-informed, strengths-based and supportive supervision to YES staff, including the Deputy Director and Program Managers;
- Actively engage and energize YES volunteers, Board members, committee members, alumni, partnering organizations, and funders;
- Develop, maintain and support the Board of Directors, including serving as an ex-officio member of all committees and building Board involvement in strategic goals;
- Guide strategic planning to ensure YES can fulfill its mission into the future.

Fundraising and Communications

- Advocate for YES's mission and programs at the local, regional, state and federal levels, serving as the primary representative of the agency;
- Use external presence and relationships to garner new opportunities;
- Secure local, state, federal and private funding to propel forward YES's mission and programs;
- Expand local revenue-generating and fundraising activities to support programs while simultaneously retiring debt.

Financial Performance and Viability

- Ensure the fiscal integrity of YES, including drafting and managing an annual budget as approved by the Board of Directors;
- Manage resources for maximum utilization, including supporting the Deputy Director and Program Managers in drafting, updating and maintaining program and grant budgets;
- Ensure fiscal management practices that maintain the organization's secure financial position.

Organization Operations

- Ensure the hiring and retention of competent and qualified staff to provide trauma-informed, responsive and supportive direct services to youth and families;
- Serve as signatory on all notes, agreements, and other instruments made and entered into on behalf of the agency;
- Establish policies and procedures for all functions and the day-to-day operations of the agency;
- Complete any other duties as assigned by the Board of Directors to ensure the organization's success.



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QUALIFICATIONS:

- Ability to pass a background check;
- Possession of valid driver's license, good driving record and reliable vehicle for travel;
- In-depth knowledge of YES's programs, social work ethics and best practices, and principles of trauma-informed care;
- Nonprofit management experience, including staff supervision and fiscal management duties;
- Transparent and high integrity leadership, including the ability to envision with and convey the organization's strategic goals to varied constituents;
- Previous resource development experience;
- High level strategic thinking and planning skills;
- Exceptional observation, analytical and listening skills;
- Exceptional communication skills, including public speaking ability;
- Excellent computer skills and experience in using Quickbooks Online, Google Suite, Microsoft Office, Adobe, etc.;
- Strong work ethic and energized commitment to YES's mission.