

FYA Executive Director Job Description

The Agency:

The Alameda County Foster Youth Alliance (FYA), www.fosteryouthalliance.org, is a coalition of 29 Community Based Organizations and Public Agencies. FYA has been working in Alameda County for ten years to create a continuum of services that begins in early adolescence and supports youth through emancipation from foster care and into their mid-twenties. FYA's mission is to empower foster youth as they transition to adulthood, and to promote a seamless system of services in Alameda County through maximum coordination, strong advocacy and strategic resource development. FYA works to achieve these goals through the following initiatives:

<ul style="list-style-type: none"> • Advocacy 	<p>Promoting programs and legislation for transitioning foster youth and for increased resources at the county and state level.</p> <p>Collaboration with regional and statewide stakeholders to promote programs, policy changes and systems improvements that will benefit transitioning foster youth throughout the region and the state.</p>
<ul style="list-style-type: none"> • Convening 	<p>Facilitating inter-agency communication, locally and regionally. Providing professional development trainings and networking opportunities for direct service providers.</p>
<ul style="list-style-type: none"> • Information 	<p>Providing information to members, the media, local decision makers, and the community regarding the challenges foster youth face during and after emancipation.</p>
<ul style="list-style-type: none"> • Coordination 	<p>Providing venues and opportunities for agencies to work together toward goal of improving outcomes for transitioning foster youth.</p>
<ul style="list-style-type: none"> • Projects 	<p>Designing and executing projects to improve services and outcomes for transitioning foster youth.</p>

Position Responsibilities:

Management and Programmatic Oversight

- Develops and implements short and long-range plans and goals to meet organizational objectives. Strategic priorities are set by the FYA Board and are based on a recently completed strategic planning process.
- Designs and manages major initiatives to pursue FYA's identified strategic priorities
- Anticipates and plans for future organizational needs.
- Evaluates progress towards established goals.
- Maintains official records to ensure compliance with contracts from funders and Community Initiatives, FYA's fiscal sponsor.
- Overall project planning, and management for all FYA projects sponsored by outside funders.
- Supervises FYA staff.

- Works collaboratively with FYA partner agencies.

Advocacy

- Develops and implements effective plans to promote policies, programs and legislation to increase resources for transition foster youth at the county and state level.
- Establishes FYA as a thought leader and “go to” organization in the field of transitioning foster youth.
- Develops and maintains an effective working relationship with relevant key decision makers and opinion leaders in the field of transitioning foster youth.

Fundraising

- Responsible for all fundraising activities from cultivation to reporting to ensure that FYA is fully funded.
- Cultivates contacts with prospective foundations. Follows up on contacts to establish an ongoing relationship.
- Creates ongoing funding opportunities for the organization.
- Communicates regularly with foundations officers and updates them about organizational and programmatic developments.
- Provides regular informational updates, both written and verbal, to current funding agencies regarding the status of programs.
- Meets periodically with funding agencies to educate them about the programs and its constituents.
- Consults funding agencies when appropriate to identify opportunities.
- Oversees all individual donor correspondence.
- Oversees fundraising events.
- Provides timely and accurate reports to all funding agencies. This includes a full description of programmatic developments and financial reporting.

Budget and Finance

- Ensures that adequate funds are available to permit the organization to carry out its work.
- Ensures that programs expenditures do not exceed the amount allocated in the budget
- Works with the treasurer and the board to develop an annual budget that reflects the priorities of the organization.
- Presents this budget to the board in a timely manner in order to provide opportunity for input and revision.
- Oversees all incoming revenue and outgoing expenditures; ensures that funds are being allocated in a manner that is consistent with grant guidelines and contracts.
- Provides regular reports to the board regarding the status of the budget for the purpose of financial oversight.
- Promptly responds to board members’ inquiries regarding financial matters.

Communication and Coordination

- Effectively communicates orally with individuals and groups, including public presentations.
- Convenes bi-monthly membership meetings and other meetings as appropriate.
- Cultivates, maintains and expands membership per FYA's strategic plan.
- Presents ideas in an organized, clear and concise manner, while employing tact and discretion.
- Listens well; offers appropriate feedback.
- Prepares organized, clear, concise, accurate and informative letters, memos, reports and other documents which effectively fulfill content and timeliness requirements.
- Facilitates communication and problem solving.

Experience

- Bachelor's Degree required; Master's Degree in Social Work, Public Policy, or similar preferred
- At least three years of program management experience
- Nonprofit fundraising experience
- Demonstrated ability to work both independently and collaboratively

Compensation

- Competitive salary and benefits, commensurate with experience