

Executive Director

Teen Pregnancy Coalition of San Mateo County

703 Woodside Road, Suite #7
Redwood City, California 94061
www.teenpregnancycoalition.org

OVERVIEW: The Teen Pregnancy Coalition of San Mateo County (TPCSMC) seeks an Executive Director with a passion for helping youth make the healthy, informed choices that will result in lower rates of teen pregnancy and sexually transmitted diseases, including HIV, in the community. This individual will provide the personal and organizational leadership needed to achieve the vision and mission of the organization.

ORGANIZATION: The Teen Pregnancy Coalition of San Mateo County is a 501(c)3 nonprofit organization that provides science-based, comprehensive educational programs that help teens make the healthy choices that result in lower rates of teen pregnancy and STV/HIV in the community. Teen Talk, the Coalition's anchor program, has achieved national and international recognition for its effectiveness in reducing the rates of teen pregnancy in the community and has served over 22,000 youth during the 10 years it has been available in San Mateo County middle and high schools. The TPCSMC has an annual budget of \$300,000 and consists of a staff of 7 employees.

JOB DESCRIPTION: In addition to overseeing the administration and financial management of the organization, the Executive Director of the TPCSMC plays a significant role in fundraising for the organization through grant writing, public presentations, major gift solicitations and vendor contract negotiations with school districts and governmental health agencies. This full-time position reports to and works closely with the Board of Directors. Along with the Board of Directors, the Executive Director is responsible for designing, revising, and implementing the organization's strategic plan. In the next three years, the Executive Director will be responsible for implementing the following strategies:

- Continue to target teen pregnancy hot-spot areas and "high risk" youth
- Expand efforts to reach younger students, before onset of sexual activity, particularly in highest risk schools serving East Palo Alto
- Begin to target for-fee teacher and parent trainings to a broader geographic region
- Create/foster strategic linkages with clinical service providers
- Continue to diversify and grow funding and maintain operating reserve
 - ❖ Increase individual major donations
 - ❖ Continue to solicit local foundations for funding support
 - ❖ Maintain expenditures at current modest levels

REQUIRED QUALIFICATIONS:

- ✓ True passion for the mission of the TPCSMC
- ✓ Administrative, budgeting and financial management experience in a nonprofit setting
- ✓ Proven success writing grants requests and meeting fundraising targets
- ✓ Experience in soliciting major gifts from individuals
- ✓ Strong communication skills, good active listening and problem solving abilities

- ✓ Experience and success working with economically, ethnically, and culturally diverse communities
- ✓ Supervisory experience
- ✓ Energy, enthusiasm, motivation, and an ability to prioritize and accomplish multiple tasks
- ✓ 4-year college degree

PREFERRED QUALIFICATIONS:

- ✓ Background in public health education
- ✓ Knowledge of current teen pregnancy and STI/HIV prevention strategies and their effectiveness
- ✓ Familiarity with San Mateo County educators, school systems, and government agencies
- ✓ Previous experience working with or on a Board of Directors
- ✓ Master's degree

JOB RESPONSIBILITIES:

Development 30%

- Research and develop new revenue streams, including foundation and donor prospect lists
- Solicit major gifts
- Write grants and negotiate contracts
- Manage all required grant reporting, both narrative and financial
- Manage donor/foundation communication and relationships
- Manage and update donor base, including donor acknowledgement
- Manage reports for contracts
- Work closely with Board to create and implement a fundraising plan
- Monitor and meet annual fundraising targets

Financial/Fiscal Management 20%

- Prepare, develop and manage annual budget and financial reports
- Allocate costs to individual grant funds
- Ensure funds are spent in line with grant requirements, and that all grant guidelines for fiscal management are met
- Prepare, send, and track invoices to contracts
- Prepare financials and oversee annual audit
- Supervise bookkeeper and prepare regular reports to the Board finance committee
- Accounts payable (check writing)
- Accounts receivable (deposits)
- Process and review payroll and yearly W2 and 1099's (PrimePay)
- Responsible for compiling yearly financials for tax returns
- Responsible for yearly workers compensation audit
- Oversee investments

Board support 15%

- Board administration and support
 - Assist with Board recruitment
 - Provide advice, updates, and regular financial and operational reports

- Prepare requested documents
- Provide written and oral reports on program delivery and outcomes for monthly meetings
- Work closely with Board on strategic planning, policy development, organizational direction and analysis

Programs 10%

- Oversee evaluation of programs and provide reports to schools and stakeholders about program success and areas of opportunity
- Ensure that a high standard of excellence is maintained for all programs
- Provide support for programs, including facilitation of Plain Talk, Teen Parent Panels presentations, Teen Talk, Teacher Training and health fairs as needed and as appropriate

Community and Public Relations 10%

- Develop strategic collaborations and strong relationships with government agencies, nonprofit organizations
- Ensure that the mission, programs, services are consistently presented in the community by attending key meetings (i.e School Boards).
- Serve as spokesperson at public speaking opportunities
- Work with staff to compile and distribute bi-annual newsletter
- Oversee website development

Human Resources 5%

- Responsible for supervision of all employees, directly supervise Associate Director
- Interview and hire new employees
- New employee orientation, including keeping employee records and information updated
- Work with board to set personnel policies, identify policy needs
- Provide overall support and guidance to employees
- Assist with staff training as needed
- Oversee volunteers
- Responsible for conducting annual reviews of all employees and providing recommendations for both performance and pay

Administrative 5%

- Review insurance options and bind contracts (D&O, Workers Compensation, Organizational Social Service Coverage)
- IT liaison
- Facilities management

Additional 5%

- Liaison with collaborating agencies
- Work with collaborating agencies to implement and evaluate project
- Attend relevant conferences and trainings to stay current with changing information
- Research and study relevant information in the field
- Contact person for media representation

Compensation: Salary \$60-75K DOE, health & dental benefits, potential for flexible work options

The Teen Pregnancy Coalition of San Mateo County is an equal opportunity employer.

To APPLY: Send resume, cover letter and writing sample via e-mail to

amymeehanritter@gmail.com