

## July 2020 JOB POSTING:

Plumas Crisis Intervention and Resource Center (PCIRC) is an agency serving Plumas County, California, headquartered in Quincy. We are seeking an Executive Director who can lead the organization into the next phase of its evolution, to better serve the needs in our community.

*About PCIRC:* The mission of PCIRC is to function as a safety net provider of countywide services that offers individuals and families the opportunity to live to their own potential and be treated with dignity and respect. PCIRC provides at-risk youth, individuals and families with protective factors including access to homeless prevention and other ancillary and aftercare services that lead to family self-sufficiency and stability.

PCIRC currently provides direct service programs to vulnerable and high-risk populations including:

- Crisis Line and Emergency Services
- Homeless and housing services such as a housing-first model for transitioning offenders, housing for adults, emergency utility support, and a sober living environment
- CASA (Court Appointed Special Advocate) Program for children who have been abused or neglected
- SAFE: Sexual Assault-Freedom & Education Program
- Community Access Computer Center.
- Other community services such as food banks, supper programs, and referrals to other agencies.

Last year we served 1,500 individuals and families, with a team of 12 staff.

*About Quincy:* Nestled against the western slope of the Sierra Nevada Mountain range, Quincy, the Plumas County seat, is a charming town tucked at the edge of the lush American Valley. Quincy, being the largest community in Plumas County, with a population of only 5,970 (as of the 2010 census), is located midway between Oroville and Reno on all-weather Scenic Byway - State Route 70, at the top of the Feather River Canyon. Quincy offers the annual High Sierra Music Festival and our year-round attractions and beauty.

*About the Opportunity:* PCIRC grew from the grassroots and has been adding to and diversifying its offerings in the past decade. We are seeking a seasoned, strategic leader who will be able to assess the needs, set priorities, maintain high standards of professionalism and quality, and play a strong role within the community.

Specifically, we are seeking:

### **JOB DESCRIPTION:**

#### **Level 10: (Last update 2020)**

Position:	Executive Director
Salary:	\$62,400 - \$90,000 DOE
Hours:	Salaried, Exempt
Accountable to:	PCIRC Board of Directors

### **SUMMARY**

The Executive Director provides overall strategic and operational leadership to the organization, based on the mission, strategies, and policies established by the Board of Directors. They oversee the programs, human resources, administration, finances, risk management, stakeholder relations, and community relations of the organization. They are the public face of PCIRC in the community and represents PCIRC to stakeholders including funders.

### **OVERALL GOALS**

1. Promote the vision and mission of the agency.
2. Work with the Board of Directors to develop strategies to fulfill the mission, and then lead the implementation.

3. Represent Plumas Crisis Intervention and Resource Center in all contacts with volunteers, clients, and community members.
4. Develop a relationship with other staff, volunteers, and clients that will promote the well-being of the individual, the organization, and the community at large.
5. Comply with all federal, state, local, and grant/contract requirements relevant to PCIRC.

#### DUTIES

1. Lead the Plumas Crisis Intervention and Resource Center in a manner that supports and guides the organization's mission as defined by the Board of Directors.
2. Collaborate with the Board of Directors in development of a Strategic Plan and lead the forward-thinking implementation of the plan.
3. In conjunction with the Board of Directors, develop and implement Policies which are consistent with the mission of PCIRC.
4. Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
5. Review and evaluate changes in community needs, interagency relationships, best practices, laws, and regulations impacting the delivery of services; establish plans to implement appropriate programs; advise the Board of specific plans, costs, and program recommendations.
6. Manage and oversee fiscal sustainability for the agency, including funder relationship management, grant writing, donor cultivation, event planning and identification of new resources to secure appropriate levels of funding. Ensure alignment and compliance with funder requirements on an ongoing basis.
7. Plan, direct and administer development of budget for Board approval. Implement, monitor, and adjust budget with changing circumstances.
8. Recruit, screen, hire, train, motivate, supervise, and evaluate all staff, following appropriate statues, policies, and guidelines as relevant.
9. Establish appropriate employment and administrative policies and procedures for all functions and for the efficient and effective day-to-day operation of the nonprofit.
10. Promote PCIRC visibility, priorities, and relationships through participation in membership and community forums, community and collaborative meetings, and other outreach activities that are aligned with PCIRC's mission.
11. Maintain close contact and cooperative relationships with Social Services, Public Health, Mental Health, Community Housing, Board of Supervisors, Law Enforcement, Superior Court, medical, educational, and other agencies in the community.
12. Maintain working relationships with regional affiliations, state, and federal agencies.
13. Investigate and resolve any complaints/concerns regarding Agency services/staff.
14. Perform other duties implicit in overall Executive leadership/responsibilities, or as assigned by the Board of Directors.

#### QUALIFICATIONS:

- Bachelor's degree preferred. Master's degree in either Public Administration, Social Services, or Health Administration would be an asset.
- A formal professional qualification or credential in a field such as social work or counselling would be an asset.
- Deep understanding needed of topics relevant to the work of PCIRC: housing, poverty, the justice system, sexual and domestic violence, rural community development, LGBTQ+, women's issues, and youth issues.
- Four years' experience in senior nonprofit management required.
- Key capabilities needed:
  - Transparent and high integrity leadership.
  - Experience and skill in working with a Board of Directors.
  - High level strategic thinking and planning.
  - Ability to effectively communicate the organization's mission and priorities to donors, funders, volunteers, and the overall community.

- Strong written and oral communication skills including strong public speaking ability.
- Demonstrated ability to oversee and collaborate with staff.
- A history of successfully generating new revenue streams and improving financial results.
- Excellent organizational abilities, including planning, delegating, program development, task facilitation, and performance management.
- Strong financial management skills, including budget preparation, analysis, decision making, and reporting.
- In-depth knowledge of governance principles and managerial best practices (including human resources, risk management, program assessment, accurate and timely reporting, and others).
- Value for diversity and ability to lead a respectful organizational culture that appreciates and respects differences.

*Benefits:*

- Health, dental
- Relocation assistance may be available

*Work remotely:* Temporarily due to COVID-19.

*Travel:* Regularly within the County to maintain relationships with programs, stakeholders, etc. Occasionally outside the County. The incumbent must be able travel by car within the County.

*Diversity:* The organization is committed to an inclusive and transparent recruitment process and recruits and hires without regard to race, national origin, religion, gender, gender identity, sexual orientation, disability, marital status, veteran status, or age. People of diverse backgrounds are strongly encouraged to apply.

*To apply:* Please submit the following to “[recruiting@pcirc.com](mailto:recruiting@pcirc.com)”

- Cover letter, stating why you are interested in the role and what you could contribute to the organization
- Resume
- Three professional references, including contact information