

Sierra HOPE, Executive Director Job Description

The Executive Director is the lead strategist and visionary for our organization, ensuring we fulfill our mission effectively and sustainably. This passionate advocate will collaborate with the Board of Directors to set the strategic direction of the organization, manage daily operations, and champion our cause within the community.

Key Responsibilities:

Strategic Leadership

- Develop and execute a comprehensive strategic plan in collaboration with the Board of Directors, ensuring alignment with the organization's mission, vision, and values.
- Anticipate and address future opportunities and challenges for the organization, continuously refining strategies in response to a changing environment.
- Oversee, evaluate, and enhance programs and services to maximize impact within the community.

Board Relations & Governance

- Collaborate closely with the Board of Directors, serving as a key advisor and providing timely, accurate information to enable effective decision-making.
- Support the Board in fulfilling their governance responsibilities, including recruitment, development, and committee leadership.
- Ensure adherence to best practices in nonprofit governance, bylaws, and legal and regulatory requirements.

Financial Management & Fundraising

- Develop and implement diversified fundraising strategies including grant writing to secure the resources necessary to achieve long-term sustainability.
- Oversee the organization's financial health, ensuring sound budgetary practices, transparent reporting, and compliance with accounting standards.
- Cultivate and steward relationships with foundations and major donors.

Staff Management

- Lead and inspire a talented team, fostering a positive and performance-driven work environment.
- Promote open communication, collaboration, and a culture aligned with the organization's mission and values.

Community Engagement & Advocacy

- Serve as the primary spokesperson and ambassador for the organization, building its reputation and visibility within the community.
- Forge strong partnerships with other nonprofits, community organizations, and stakeholders to advance the organization's mission.
- Advocate for policies and initiatives that support the needs of the populations served by the organization.

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Qualifications:

- Experience within the nonprofit sector in a senior leadership position.
- Proven success in strategic planning, program development, and fundraising.
- Strong financial acumen, including budget development and oversight.
- Exceptional leadership skills, with the ability to motivate, inspire, and manage teams effectively.
- Passion for the organization's mission and a deep commitment to advancing social change.
- Driver's license required.

Location: Angels Camp, California (this role is in-person and not eligible to be done remotely)

Salary range: \$85,000 - \$105,000

Benefits: Paid time off, Medical, Dental, Vision insurance, 403(B) Retirement plan

To apply, please submit your cover letter and resume to admin@sierrahope.org