

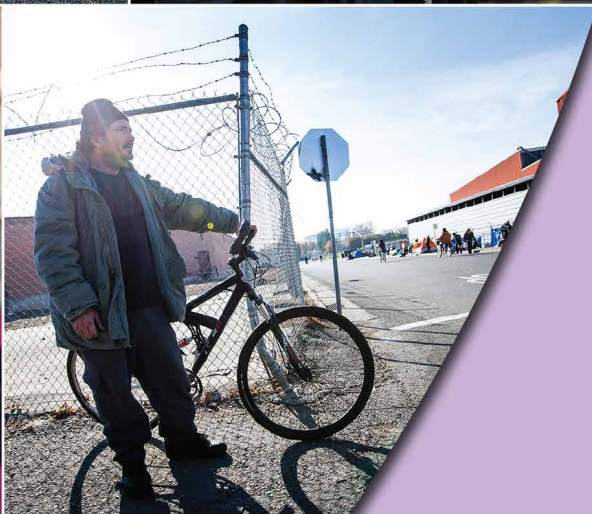


SACRAMENTO STEPS FORWARD

Ending Homelessness. Starting Fresh.

INVITES YOUR
INTEREST IN
THE POSITION OF

CHIEF EXECUTIVE OFFICER



**BOB MURRAY
& ASSOCIATES**
EXPERTS IN EXECUTIVE SEARCH

THE ORGANIZATION

Sacramento Steps Forward (SSF) is a non-profit organization committed to ending homelessness in the Sacramento region through collaboration, innovation, and connecting people to services. Working side-by-side with its partners, SSF seeks to provide people experiencing homelessness with the support and services they need to find stability and long-term housing. Launched in 2009 as a policy initiative to reshape the fight against homelessness in Sacramento, SSF was incorporated in February of 2011 as a 501(c)(3), California nonprofit corporation with the mission to ensure all people experiencing homelessness can obtain housing, economic stability, and an enhanced quality of life.

Through innovative public-private collaborations, funding results-oriented programs, and increasing public education and participation, SSF's work to end homelessness includes: continuously evaluating the impact of its work through data collection, advocating for community support of education and employment services, rapidly linking homeless adults and families with housing opportunities, providing grant funding for effective and solution-focused programs, as well as collaborating with service providers to create solution-focused services for all families and individuals experiencing homelessness.

Sacramento Steps Forward is the lead agency for HUD's Continuum of Care. In this role SSF distributes grant funding for over 20 effective and solution-based programs to community-based non-profits while collaborating for community support to end homelessness.

Mission

Sacramento Steps Forward uses a collaborative, data-driven, outcomes-based approach to help ensure individuals and families experiencing homelessness have access to housing, employment, health, education, other resources for economic stability and improved quality of life.

Vision

To end homelessness by providing people experiencing homelessness with a permanent, safe home, and access to education, employment, and other services as needed.

Working side-by-side with its partners, SSF seeks to provide people experiencing homelessness with the support and services they need to find stability and long-term housing.

Sacramento Steps Forward serves as the Lead Agency for the Sacramento City and County's Continuum of Care Advisory Board (CoC Board). The CoC Board advises the SSF Board of Directors and the broader community on policy around the issue of homelessness. The goal of the CoC Board is to ensure SSF engages a broad representation of constituents in the community in planning and evaluation efforts focused on ending homelessness.

THE POSITION

Reporting to the Board of Directors, the Chief Executive Officer is responsible for the administration and operations of the organization in conformity with the policies established by the Board of Directors. This position is directly responsible for the Executive Team, which includes the Chief Operating Officer, Chief Financial Officer, Chief Programs Officer, and Chief Public Affairs Officer. The Chief Executive Officer provides direct supervision and carries out supervisory responsibilities in accordance with the company's policies and applicable laws. In addition, the Chief Executive Officer is responsible for all personnel policies and procedures relative to organization personnel, as well as all financial planning for the organization by performing the following duties personally or through subordinate supervisors.

Essential duties and responsibilities of the Chief Executive Officer include, but are not limited to, the following:

- Establish sound working relationships and cooperative arrangements with the City and County of Sacramento and other cities in the incorporated



area, community groups and other stakeholder organizations.

- Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Provide leadership in developing program, organizational, and financial plans with the Board of Directors and staff and carry out plans and policies authorized by the Board.
- Maintain official records and documents, and ensure compliance with federal, state, and local regulations.
- Maintain a working knowledge of significant developments and trends in the field.
- Ensure that the Board is kept fully informed on the condition of the organization and all-important factors influencing it.
- Publicize the activities of the organization, its programs, and goals.
- Represent the programs and point of view of the organization to agencies, organizations, and the general public.
- Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- See that an effective management team, with appropriate provision for succession, is in place.
- Encourage staff development and education and assist program staff in relating their specialized work to the total program of the organization.
- Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.
- Be responsible for developing and maintaining sound financial practices.
- Work with the staff, Finance Committee, and the Board in preparing a budget; see that the organization operates within budget guidelines.



- Ensure that adequate funds are available to permit the organization to carry out its work.
- The CEO is responsible for convening, informing, and supporting the 25 member Continuum of Care Advisory Board made up of local stakeholders.
- Jointly, with the President and Secretary of the Board of Directors, conduct official correspondences of the organization, and jointly, with designated officers, execute legal documents.

THE IDEAL CANDIDATE

Sacramento Steps Forward (SSF) is seeking an experienced professional with proven management capabilities, a broad range of knowledge and experience, and a strong background in homeless programs, housing, and public policy. The ideal candidate will be familiar with the Sacramento region—its issues as well as its opportunities—and be adept at navigating a complex political climate. SSF is looking for a responsive and collaborative Chief Executive Officer to work closely with local government, service providers, and communities towards one collective mission. An individual with a strong commitment to productively collaborate with elected officials and governmental partners, and the confidence to represent the organization in a highly ethical and transparent fashion, will

The successful candidate will have a proven track record of building partnerships, fundraising, and engaging with stakeholders, preferably in both the private and public sectors.

be ideal. The successful candidate will have a proven track record of building partnerships, fundraising, and engaging with stakeholders, preferably in both the private and public sectors. Knowledge of HUD and demonstrated experience with contracts, budgets, and grants, will be valued.

The organization will benefit from a service minded, consensus-builder with a commitment to fostering teamwork, and building and strengthening relationships. He or she will be a solutions-oriented, outside the box thinker who can take a creative and opportunistic approach to creating and running programs, improving processes, and solving problems. The Chief Executive Officer will be looked upon to effectively represent SSF and advocate on behalf of the County of Sacramento, the City of Sacramento and other cities in the jurisdiction. The new CEO must be a good listener, an excellent communicator, and a champion for the homeless and underserved communities in the region. The organization will benefit from a service minded consensus-builder with a commitment to removing existing silos, fostering teamwork, and building and repairing relationships.

The minimum requirements for this position are a college or university degree; plus 10 years of related experience in non-profit or social services agencies. Working knowledge of business plan development, financial accounting procedures, and budgeting, are mandatory.

THE COMPENSATION

The annual salary range for the Chief Executive Officer is open and dependent upon qualifications. Sacramento Steps Forward also offers an attractive benefits package including:

Medical – 100% employer paid.

Dental – 100% employer paid.

Vision – Vision plan available. Employee paid.

Life Insurance – Employer paid \$25,000 life insurance policy.

Long-Term Disability – Long-term disability plan available. Voluntary AFLAC plans offered.

Vacation – Accrues at 4 hours per pay period (for the first 5 years of services and increases thereafter).



Sick Leave – 12 days of paid sick leave per year.

Holidays – 10 paid holiday per year.

Cell Phone – Monthly cell phone stipend of \$80.

Other Benefits – Voluntary 401k plan; no cost Employee Assistance Program; parking space in secured garage.

TO APPLY

If you are interested in this outstanding opportunity, please visit our website at www.bobmurrayassoc.com to apply online.

**Filing Deadline:
October 24, 2018**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. Candidates will be advised of the status of the recruitment following finalist selection. Finalist interviews will be held with Sacramento Steps Forward. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

If you have any questions, please do not hesitate to call Ms. Valerie Phillips at:

(916) 784-9080

