



Position Announcement Executive Director

Cameron House, located in San Francisco's Chinatown, seeks a dynamic and visionary executive leader. In partnership with the Board of Directors and Staff, the successful candidate will carry forward and build on the legacy of inspirational leadership, high quality client services and successful outcomes achieved by its retiring executive director. S/he will be skilled in articulating a vision that will continue to attract resources to the agency, and increase its reach and impact for community members.

About Cameron House

Started by Presbyterian women as the Occidental Mission Home for Girls in 1874, Cameron House intervened on behalf of Asian immigrant girls and women who had been smuggled into the United States to be sold as domestic workers and/or prostitutes in a system that became known as the "yellow slave trade". Asian immigrant women who died in enslaved conditions in San Francisco numbered in the thousands. Donaldina Cameron came to the Occidental Mission Home as a sewing teacher and stayed for forty years. She devoted her life as a missionary to assist Asian women victimized by violence and racial discrimination.

Cameron House continues to operate near its original location in Chinatown, though its scope of services has expanded. Its programs are rooted in the Christian faith, by sharing God's love of a welcoming community, as well as demonstrating compassion and respect for all.

Our mission is to empower people to fully participate in, and contribute positively toward, a healthy society. We create a safe and nurturing environment by providing counseling, peer group support and crisis intervention, and we enable active involvement in the community through leadership development, education, and advocacy.

Currently, Cameron House has two ministries: Social Services and Youth. Our Social Services Ministry primarily serves individuals and families in the San Francisco Bay Area. Of the approximately 800 clients served per year, a majority speak Cantonese, Mandarin, Toisanese, or Vietnamese. We assist those who seek employment, want to escape domestic violence, need counseling services, seek anti-human trafficking services, have been diagnosed with cancer, and/or need food assistance.

Our Youth Ministry primarily serves Asian American youth from San Francisco and around the Bay Area. Each year an average of 400 youth are served and empowered to have a positive impact on others and the world around them. We emphasize the importance of service to the community. We provide a safe environment for our children and youth through our daily Bilingual After School Program, Friday Night Club, throughout the summer, and other special projects. As youth continue in our programs, a progression of leadership opportunities is provided to further their development.

Since 2002, Cameron House has also provided support and counseling for victims of sexual abuse and molestation by a former Executive Director from the 1950's through 1970's. In choosing to deal with this issue in an open way, much-needed healing is provided to the survivors, their families and the community.

One of the important ways we promote a healthy community is by working with the many other nonprofit service providers in San Francisco. With over 30 nonprofit agencies in Chinatown alone, the need to collaborate and prevent duplication of services has been a high priority.

In addition to the values reflected in our mission statement, we hold the following values:

- **Strengthening community** by providing services that nurture and help sustain our community and by working collaboratively with other organizations
- **Developing leadership toward service** by providing training and opportunities to strengthen our Christian commitment to ourselves and our community
- **Capacity building** by promoting staff development and support, participant/client self-advocacy, and organizational infrastructure (including administrative systems, technology, and site maintenance and use)
- **Promoting justice for and stewardship of, God's creation:** our environment, our community and ourselves.

Cameron House has an 18-person staff (full-time and part-time), an extensive alumni network, an annual estimate of 200 volunteers, and an annual budget of approximately \$1.4 million. The organization is governed by a 15-member Board of Directors which consists of members of the Presbyterian Church in Chinatown, members of the Presbytery and Presbyterian Women, and members of the community, including parents of program participants. More information about Cameron House can be found at www.cameronhouse.org.

Position Summary

The Executive Director oversees Cameron House's multi-disciplinary social services programs and the financial and administrative systems that support them. As the lead spokesperson for the agency with government funders, private foundations, donors, and collaborating agencies, the Executive Director advocates for policies and funding that address the needs of our clients and their families. S/he must be comfortable with assuming leadership of an organization which integrates and expresses Christian faith in its programs and activities. The Executive Director leads a seasoned management team including two Department Directors, the Fiscal Director, the Director of Development, the Property Manager and the Administrative Assistant. The next Executive Director will work closely with the Board of Directors and Staff to build on the organization's strengths and effectively carry out the recently completed Strategic Plan.

Key Responsibilities

- **Fundraising and public relations**, including working closely with the Board of Directors and Director of Development to implement a comprehensive fund development plan that includes establishing, cultivating, and strengthening relationships with donors and funders.
- **Managing, supporting, and mentoring staff**, including effectively recognizing and utilizing staff talents in order to maintain a high level of performance and service delivery.
- **Ensuring financial accountability** by providing leadership in developing and managing the agency's annual budget and assuring that Cameron House's financial systems adhere to best practices and meet all current legal standards.
- **Building and maintaining effective relationships** with community and government agencies, collaborating partners, and other community stakeholders; ensuring good community visibility and positive public relations for the agency; understanding and working within the local cultural, political and social context of the community, and advocating on its behalf.
- **Working with the Board of Directors** to recruit, develop, and support Board members in their ongoing development, keeping them informed of agency operations, and fiscal and legal issues.

Qualifications

- B.A. or B.S. degree in social work, business or public administration or another social sciences related field is required. Master's Degree is desired.
- A minimum of five years of senior nonprofit management experience, preferably in the area of social services.
- Proven experience raising both public and private funds, including experience developing and implementing fundraising plans and generating new sources of income.
- Experience supervising staff in a multi-service organization.
- Demonstrated experience with fiscal management, budget development and monitoring, and financial oversight.
- Experience working with a nonprofit Board of Directors including proven ability to set, manage, and implement policies.
- Awareness and working knowledge of, experience addressing, and sensitivity towards the needs of immigrant families in the Bay Area.
- Ability to speak Cantonese and/or Mandarin is preferred.
- Proven experience serving and working with diverse populations.

Salary and Benefits

The salary for the position ranges from \$75,000 to \$90,000 annually depending on the candidate's experience and qualifications. Benefits include medical, dental, vision, retirement, parking and other customary employee benefits.

Application Process

Executive Transitions, a program of CompassPoint Nonprofit Services, has been retained by Cameron House to conduct the candidate search. Applicants should send their resumes and cover letters describing their qualifications and interest in the position to CH.EDsearch@compasspoint.org by June 30, 2009. Please reference "CH ED Search" in the subject line. Resumes without cover letters will not be considered.

Final hiring decision anticipated in mid-August for a start date in October 2009.

Cameron House is an equal opportunity employer.

