



AMF has been retained by our client to fill their next critical role. We're leveraging our extensive relationships to help them fulfill their mission and drive tremendous growth and success.



Executive Director

About the Client/Organization

Teen Success, Inc. builds pathways to prosperity for two generations—young mothers and their children. We believe that education is the key factor in breaking the intergenerational cycle of poverty faced by young families. Teen Success, Inc. empowers young mothers to complete high school and persist through post-secondary education, and nurture their child's positive development to ensure the success of the whole family. Our two-generation approach involves partnering with young mothers to heal trauma, build skills and a future mindset, and address the barriers they face to being successful in school and in life.

The young women Teen Success, Inc. works with are low-income, 94% are women of color, and many are from immigrant families. In addition to the challenges and stigma associated with being a young mother, Teen Success, Inc. members are faced with further complexities including housing instability; limited access to healthcare and reproductive health information; emotional and physical violence in their homes, relationships and communities; lack of access to affordable childcare; and racism and discrimination.

Teen Success has supported over 1,600 families since our founding in 2011. Every year, over 85% of our program participants graduate from high school, as compared to 38% of teen mothers nationally. The children of the young mothers we work with are thriving as well, with close to 90% meeting their linguistic milestones which is setting them up to be kindergarten ready.

Teen Success currently operates programs in the following areas of California: San Jose, Fresno, Sacramento and Monterey County. Teen Success is headquartered in Milpitas, California.

The Opportunity

The Executive Director is accountable to and partners closely with a current 11-member, engaged, community-based Board of Directors and is responsible for day-to-day operations of the organization and for the creation and achievement of the long-term strategy and

objectives. Various systems, procedures and infrastructure are in place to support ongoing growth, efficiency and effectiveness.

For the incoming Executive Director, the next several years at Teen Success Inc. will provide rewarding leadership opportunity in an organization that is poised for further growth, impact, and data-driven program development. We are seeking a leader who brings strategic thinking, as well as a passion for our mission and organizational guiding principles. The ideal candidate will bring deep knowledge of the community we serve and/or have lived experience, have a proven track record of attracting and sustaining foundation and major gifts, as well as strong leadership, communication, and financial management skills. This is a full-time, exempt position based in Northern California with the ability to readily travel to our headquarters in Milpitas, CA, and our other sites.

The Role/Responsibilities

Fund Development and Community Relations (~40%)

- Develop and oversee a multi-year fund development and revenue plan including major donor, foundation, government (local and state), and public support
- Successfully involve both the Board and staff in major solicitation and fundraising activities
- Oversee the development of compelling, accurate and timely funding proposals and reports
- Provide leadership and planning for donor and client events
- Provide a credible and informed presence for Teen Success in the community
- Maintain relationships and collaborations with appropriate community stakeholders
- Direct branding and communications strategies that ensure the visibility of Teen Success and guide overall messaging and marketing
- Build on and promote the Teen Success brand on the state and national level through speaking engagements, media relations, and written thought and research pieces

Organizational and Financial Management (~25%)

- Develop, implement and continuously improve strategy and execution to objectives
- Leads by example and recruits, develops, empowers, and retains a strong staff team (currently consists of ~20 staff members). Ensures regular performance evaluations and coaching.
- Ensure that there are effective systems for tracking, evaluating, and continuous improvement of programs and other vital information
- Ensure Teen Success sustainability through thoughtful and realistic budget planning and monitoring. Prepares the annual budget and monitors cash flow and quarterly progress
- Manages the proper reporting and filing of required financial documents such as annual reports, audit, tax, and employment filings. Provide financial oversight, annual clean audits, GAAP, and FASB appropriate financial accounting and that all funds are disbursed in accordance with contract requirements and donor designations.
- Oversee payroll, approve expenses and invoices for payment, and sign checks

- Regularly evaluate internal systems, policies, and procedures for efficiency and effectiveness
- Negotiate all agency contracts and government grants
- Ensure compliance with personnel policies and all federal and state regulations
- Other duties as assigned

Program Development and Evaluation (~20%)

- Lead organization as a data-driven and continuous learning organization
- Maintain a thorough knowledge of the issues, partners, and stakeholders surrounding our participants and their children
- Manage programs and services consistent with the mission, values, and goals of the organization
- Ensure ongoing evaluation of best practices and lessons learned as a basis for informing evolving processes, services, and partnerships
- Guide outcome data collection in line with agency goals, funding, and contract requirements
- Maintain positive relations with partner agencies and agency stakeholders

Board Engagement (~15%)

- Provide the Board with information, opportunities for professional development, and guidance so that they can effectively fulfill their governance duties
- Foster positive and effective relationships with Board members as individuals and as a group
- Ensure effective communications and linkages between Board and staff
- Partner with the Board in identifying, recruiting and utilizing Board members with essential skills to support the mission and vision
- Coordinate, attend and regularly report to the Board and committee meetings
- Successfully involve the Board in partnership and fundraising activities
- Provide the Board with adequate information to reach strategic decisions and to formulate necessary policies; supervise the implementation of Board policies

Our Executive Director Qualifications and Characteristics

- Ability and past success in developing strategic plan and executing to objectives
- Proven track record in attracting and stewarding major gifts and foundation support
- Broad experience in conceptualizing, communicating, and representing an organization externally to a diverse group of stakeholders
- Exceptional communications skills including writing, speaking, meeting facilitation, and consensus building
- An artful relationship builder and connector with a track record of building strategic partnerships across sectors and demonstrated capacity to build alliances and sustain collaborative relationships
- Ability to attract, develop, motivate, and retain staff while maintaining a high level of performance

- A collaborative and inclusive leadership style, with the ability to inspire others
- Ability to conceptualize, communicate, and lead the organization to a shared vision and the ability to pivot in response to changing trends and opportunities
- Understanding and respect for vulnerable populations from diverse cultural, economic, educational, and vocational backgrounds
- Commitment to developing an organizational culture that seeks to understand different perspectives and embraces diversity, equity, and inclusion
- Experience working effectively with governing Boards; Ability to work in close partnership with an engaged and high-impact Board to lead the organization to shared visions and new directions
- Recognized local or regional leader with deep philanthropy, nonprofit, or education experience
- Financial and/or business management experience ideally at an organization with comparable revenue/budget
- Previous Executive Director experience desired, senior management role in a nonprofit organization of similar size and scope
- Bilingual desirable
- Bachelor's degree; advanced degree desired

Compensation and Benefits

We offer generous benefits and competitive salaries.

Teen Success is committed to supporting the young families we serve, and we are committed to the success and growth of our team. We offer competitive compensation (\$150K-\$165K annually for this position) and an exceptional benefits package commensurate with the position. While candidates outside the Bay Area are encouraged to apply, funds are not available for relocation or housing assistance.

Equal Opportunity Employer

Teen Success, Inc. is an equal opportunity employer and values diversity. People of all backgrounds and perspectives are encouraged to apply. We strive for an inclusive culture and a team that reflects the diversity of the young women we serve.

Application Process

Start Date: ASAP

Deadline for applications: October 30, 2021, or until position is filled

How to Apply: Please respond via email to michelle@amfmediagroup.com. Indicate in the subject line, "Teen Success ED Search" and include all of the following confidential information:

1. Resume with LinkedIn profile link
2. A cover letter with a summary of your interest in this role, including:
 - How the Teen Success mission resonates with you
 - Relevant qualifications and compensation requirements, including 2-3 brief scenarios describing your previous experience and how it maps to this role