



EXECUTIVE DIRECTOR

POSITION DESCRIPTION

SAN FRANCISCO, CALIFORNIA

OUR MISSION

Cameron House empowers the San Francisco Chinese community to build strength and resilience through family-centered programs. Our vision is a safe and healthy community where people learn, heal, and thrive.

OUR PROFILE

- Based in San Francisco's Chinatown
- \$3.55 Million budget
- 27 dedicated staff
- 150-year legacy of impact
- Serving over 650 children and families, annually

FAITH STATEMENT

Rooted in the Christian faith and our Presbyterian heritage, we believe that God calls us to be an empowering presence in the community. We provide a safe place, are a trusted friend and advocate, meet people where they are, and walk with them as they fulfill their lives. We are a resource for people to explore faith and spirituality, and we believe and share Christian principles.

We welcome all qualified candidates without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristics protected by law.

Cameron House is an equal opportunity employer.

THE OPPORTUNITY

This is an exciting opportunity for a visionary Executive Director who will build on what's best about us, while bringing fresh thinking, and inspiration to the entire Cameron House community.

You'll lead a team that manages youth and social service programming for children and families, operations, finance, facilities, fund development, and marketing.

We envision a leader who will enhance our culture of family centered impact, and partner with our staff, Board, volunteers, and donors. Our aim is to elevate and continue Cameron House's legacy, how we deliver programs, advocate for our community, build and sustain philanthropic support, and overall service to our community.

CANDIDATE PROFILE

- Deep commitment to Cameron House's mission and the community we serve.
- Caring, humble, empathetic, relationship builder.
- Open-minded leader who will consider diverse points of view, and approach the community with cultural authenticity.
- Confident making tough calls, fostering a culture of accountability, while navigating internal and external change management with diplomacy, grace, and transparency.
- Significant philanthropy achievements include, corporate, major donor, and foundation fundraising.
- Bilingual in Cantonese preferred, but not required.



We are looking for an Executive Director who possesses these essential skills, attributes, and professional experiences:

RELEVANT EXPERTISE

- Experience working with youth and families, AAPI populations, public health, and social services particularly in Chinatown, San Francisco.
- At least 5-7 years of leadership-level nonprofit experience.
- Skilled in financial analysis, implementation of strategic goals, and tracking KPIs.

VISION AND STRATEGIC PLANNING

- Lead the senior management team, along with staff, to oversee and ensure ongoing excellence in both youth and social services programming to meet strategic plan goals.
- Foster a collective purpose by building consensus among the Board, staff, and key stakeholders to implement the strategic plan.
- Provide coaching and professional development for staff to create high functioning teams.

LEADERSHIP AND OPERATIONAL EXCELLENCE

- Partner with the Board to analyze financial trend implications, and budget oversight.
- Cultivate a culture of collaboration, and mutual support, creating a positive work environment for all staff to thrive.
- Ensure compliance with all legal and regulatory requirements, including government contracts, human resources, and fiscal reporting.

OUTREACH, ADVOCACY, AND DEVELOPMENT

- Act as an effective advocate and organizational voice to amplify Cameron House's message and priorities to external audiences, such as clients, neighbors, funders, local government, donors, and partners.
- Deepen and build philanthropic relationships with existing and new stakeholders.
- Strengthen Cameron House's fundraising and marketing infrastructure.



COMPENSATION & REPORTING

The Executive Director reports to the Board of Directors; the position is full-time, exempt with a salary range of \$150,000 - \$171,000, with a competitive benefits package including generous paid time off, health/dental insurance, and retirement plan. Mileage reimbursement available. Professional development opportunities are also available.

Cameron House is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristics protected by law. We are committed to inclusive hiring, and dedicated to diversity in our work. We strongly encourage people of color, veterans, and LGBTQIA+ persons to apply. Consistent with San Francisco's Fair Chance Ordinance, Cameron House will consider qualified applicants with arrest and conviction records.

HOW TO APPLY

Cameron House has partnered with The Arora Collective to recruit the right leader for this pivotal position. We will begin reviewing resumes on a rolling basis beginning 2/13/2024. If you are interested in applying, please send a cover letter and your current resume to apply@thearoracollective.com. All expressions of interest will be held in the strictest confidence. To learn more about Cameron House, visit: cameronhouse.org

ABOUT THE ARORA COLLECTIVE

We are a full-suite consulting firm comprised of a team of nonprofit and education consultants led by our partners, Dr. Candice Arora and Vinney Arora. Our team provides the structure, humble expertise, diplomacy, and coaching that nonprofits and schools need to become sustainable and continue the important work of reaching their missions.

To learn more, visit thearoracollective.com



THE ARORA COLLECTIVE
Consulting For Social Good