



JOHN BURTON ADVOCATES FOR YOUTH

POSITION SPECIFICATION

THE POSITION: EXECUTIVE DIRECTOR

REPORTS TO: BOARD OF DIRECTORS

LOCATION: SAN FRANCISCO BAY AREA DESIRED

OVERVIEW

Organizational Importance

JBAY is a nonprofit organization founded by former President of the California State Senate, John Burton in 2004. The organization focuses on youth who have been in foster care or homeless, aged 13 to 26. The needs of this population are considerable. Youth enter foster care due to abuse or neglect and, sadly, their challenges are often compounded by the system itself due to placement instability, school changes, lack of access to mental health services to address trauma, and the lack of consistent, unconditional care.

Homeless youth also struggle considerably and share most of the attributes of youth in foster care. Research has consistently shown that most youth become homeless after experiencing maltreatment, including abuse or neglect in the home. Unfortunately, the suffering of these young people is often missed by the child welfare system, leaving them without an equivalent system of care.

The Mission

John Burton Advocates for Youth improves the quality of life for youth in California who have been in foster care or homeless by advocating for better laws, training communities to strengthen local practices, and conducting research to inform policy solutions.

The Opportunity

JBAY's incoming Executive Director ("ED") will guide the implementation of the organization's policy work by sustaining and bolstering relationships with elected and appointed government leaders, funders, and partner organizations to advocate for better laws at the state and federal level, along with the funding necessary to responsibly implement them. Since its founding, JBAY has championed 52 major legislative reforms, which have resulted in over \$3.4 billion in new state and federal investments. In the most recently adopted California state budget, JBAY was successful in securing \$519M in new investments, which included funding to increase educational attainment, prevent and reduce homelessness, and promote better health.



The Executive Director will lead strategic efforts around training initiatives that educate local stakeholders including county agencies, college campuses, nonprofit housing providers and others to implement newly passed legislation to maximize benefits for California’s transition-age foster youth. In 2020, JBAY provided over 2,200 hours of technical assistance and training to 650 organizations across California.

By collaborating with Program staff, the Executive Director will implement impactful initiatives that directly assist transition-age foster and homeless youth. Key areas include education—expanding access to postsecondary and career pathways that result in economic mobility; housing—expanding state funding for youth experiencing homelessness and assistance applying for support, and economic security—the Burton Critical Needs and Opportunity Fund and access to beneficial tax credits through increasing access to free tax preparation services.

As rigorous research informs all of JBAY’s work, the ED will oversee the organization’s research priorities and initiatives to develop targeted policy solutions and measure their impact. In the last two years, JBAY has issued 14 publications to inform the field and increase knowledge about how to best serve youth who have been in foster care or homeless.

Organizationally, JBAY’s ED will ensure the financial stability and long-term viability of the organization; lead, motivate, and fortify a high-performing staff and committed Board of Directors to continue and expand JBAY’s excellent record of policy victories and service provision in California, as well as its influence nationwide.

Operations

JBAY works throughout California and is currently headquartered in San Francisco, with an office in Los Angeles and staff in San Diego. In the next three years, the organization will further develop plans to expand operations in Los Angeles and increase engagement in Sacramento. JBAY has an annual budget of \$3.4 million and receives funding from 25 corporate and private foundations, as well as over 500 individual donors. It is governed by a 13-member Board of Directors and engages a Youth Advisory Board comprised of 8 Youth Advocates. JBAY has 12 full-time staff.

Professional Responsibilities

Strategic Leadership and Vision

- Guide and develop the organization’s strategic direction—in collaboration with the Board of Directors—to identify goals, core policy/programming areas, and identify opportunities on which to capitalize to maximize JBAY’s impact.
- Ensure JBAY’s sustainability by examining and optimizing its organizational structure.
- Promote JBAY’s growth by investigating and creating new initiatives to bolster and reimagine the organization’s statewide presence.
- Implement policies and procedures to further operationalize JBAY’s approach and expand institutional knowledge throughout the organization.

Board Relations

- Partner with the Board of Directors to cultivate principles of Diversity, Equity, Inclusion, and Belonging throughout the organization.
- Regularly communicate pertinent organizational and sector developments to the Board of Directors.
- Collaborate with the Board of Directors to optimize its effectiveness through structural planning and recruiting new members.



Financial Management

- Develop and maintain sound financial practices by collaborating with JBAY finance personnel and the Board Finance Committee to prepare the budget and ensure JBAY’s long-term financial sustainability.

Fundraising

- Work with the Board and fundraising personnel to ensure adequate revenue for all programs and services, including institutional funding (foundations, corporations), grants, and individual donors.

People Management

- Lead, inspire, manage, and retain executive leadership team and others. Provide them with support, guidance, mentoring, and professional development to maintain JBAY’s record of excellence.
- Continue and enhance JBAY’s commitment to Diversity, Equity, Inclusion, and Belonging.
- Maintain and expand JBAY’s mission-driven culture and its thorough, thoughtful approach to maximizing impact.
- Foster an environment of growth and continuous learning by ensuring that regular performance evaluations are held across the organization, while personally conducting assessments with direct reports.
- Value and engage the expertise of JBAY’s Youth Advocates and support their professional development.

External Relations

- Initiate and maintain strong partnerships with government officials, community groups, and partner organizations.
- Lead efforts to educate key stakeholders and service providers to maximize the impact of JBAY’s policy victories, programming, and research.
- Serve as the primary spokesperson and “face” of JBAY in the field and among the broader community to elevate and amplify the organization’s brand.
- Strategically publicize the activities of the organization, its programs, and its goals using platforms appropriate for JBAY’s various constituencies.

CANDIDATE QUALIFICATIONS / EXPERIENCE

Experience: Minimum of five years in organizational leadership roles.

Experience with nonprofit budget and finance management.

Experience working with elected leaders and systems of state policy and legislation.

Experience in social service field required, experience with foster youth services desired.

A demonstrated fundraising track record.

Experience managing multilayered teams (i.e., managing managers) and attracting and developing a committed Board of Directors.



COMPETENCIES / ATTRIBUTES

The successful candidate will **be**:

- **An excellent listener and clear communicator** with broad audiences in **written** and **verbal** messaging;
- **An inspirational leader** that **leverages team expertise to drive** the organization's success;
- **A strategic thinker** with a **vision for the future** of foster youth policy in California and beyond;
- **Thorough** in their **planning** and approach to all facets of JBAY's work;
- **Culturally competent** and **committed** to Diversity, Equity, Inclusion, and Belonging.

The successful candidate will **have**:

- **Passion** for JBAY's **mission** and its **record of achievement and excellence**;
- **A results-focused** orientation;
- **Humility** and **curiosity** in their approach to JBAY's staff, clients, and external partners;
- **High emotional intelligence** and people skills;
- **Ease and confidence** in serving as the **"face" of JBAY**;
- **Resilience, an open-mind, and creativity** in navigating legislative changes/challenges;
- **Skill in building and fortifying relationships** with external partners, stakeholders, and legislators.

COMPENSATION

An annual salary ranging from \$180,000 to \$205,000 will be offered, commensurate with experience, plus a comprehensive benefits and PTO (Paid Time Off) package.

HOW TO APPLY

To initiate consideration for this opportunity, **please submit a resume and cover letter**, speaking to your qualifications as per this Position Specification, to the Carlson Beck representatives below.

CONTACT INFORMATION

For additional information regarding this opportunity, please contact:

Sally Carlson, *Managing Partner*
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