



Position Description

Job Title:	Chief Executive Office	Department:	Administration
Location:	Alum Rock Counseling Center	Reports to:	Board of Directors
Position Type:	Full-time, Exempt	Starting Salary:	\$200,000 to \$220,000
Contact:	Chelsea Burr	Email:	cburr@brakeleysearch.com
Posting Expires:	Applications accepted until position is filled.		

The mission of Alum Rock Counseling Center (ARCC) is to heal families and inspire youth to reach their full potential. For 50 years, ARCC has provided a wide range of behavioral health counseling and school-based support, designed to promote health equity & educational equity, and ensure that high-risk youth stay safe, in school, and drug & violence free. The agency supports a predominantly Latinx (83%) population in underserved schools and neighborhoods throughout Santa Clara County with a focus on the high-need area of East and Central San Jose. ARCC staff provide services to youth and caregivers who otherwise might struggle to afford and/or access quality care. In 2023-24, the agency served 5,000+ individuals, through 13 different programs, including individual and family counseling, substance use prevention education, youth mentoring, family reunification, parent training/support, and services in 30+ high-need schools.

We have 85 full-time employees and over 25 dedicated volunteers that make our program run. ARCC provides the opportunity to interact with youth and families within different departments and programs of the agency. We value integrity, honor, respect, diversity, compassion, and empathy. We work together as a team. **Our employees love the work they do here because they can see the difference it is making in the community and in the life of each individual.**

ARCC VISION

Communities where help and support services are accessible and prosperity is possible.

ARCC VALUES

- Integrity
- Helping Others
- Respect
- Diversity
- Quality Work

ARCC AREAS OF IMPACT

ARCC will work to ensure that:

- Our youth and families have resources for overcoming behavioral health concerns including substance use and mental health challenges.
- All of our kids are kindergarten ready.
- Our youth graduate from middle school, high school and beyond.
- Our youth and families are free from involvement with the justice and/or social services systems.
- Our homes, schools and neighborhoods are safe – free of violence and dangerous behaviors.



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POSITION SUMMARY:

The CEO will lead a strong team of over 80 people who are passionate about the clients they serve and a strong board of directors to partner with the CEO. While ARCC has been successful in expanding contracts for services, expanding and strengthening philanthropic support will be a priority for the CEO. Successful candidates will have strong fiscal skills along with being an effective advocate in public policy and fundraising. Experience in obtaining and managing government contracts is essential. This position operates on a hybrid schedule with the CEO in the office one or two days a week.

Duties:

- Lead the organization in the development and implementation of long-term vision, strategies, and goals
- Oversee all programmatic, operational, financial, and fundraising activities of the organization
- Manage and inspire staff, leading the team toward a common mission
- Foster an organizational culture of results, learning, innovative thinking, accountability, and collaboration
- Maintain an effective and collaborative working relationship with the Board of Directors as a whole and with individual board members
- Serve as the principal resource to the Board of Directors and its key committees and give strong direction in policy formulation and interpretation
- Serve as a compelling spokesperson for ARCC's vision, strategy, and programs among board, staff, volunteers, donors and other key stakeholders, and the community at large
- Cultivate and maintain strong relationships with major donors, foundations, and government agencies
- Develop, manage, and monitor organizational budget in partnership with the Chief Financial Officer and the Board of Directors
- Strategically link revenues and resource allocation to facilitate and manage agency and programmatic growth
- Oversee the presentation of financial and organizational progress reports to the Board of Directors
- Develop and execute a strategic plan in conjunction with the Board of Directors and the senior leadership team
- Deepen and expand relationships with diverse funding sources, including public agencies, foundations, corporations, and individual donors
- Drive key results in fundraising by working with the Director of Development and Communications and Board of Directors in a successful fund development plan

Minimum Qualifications:

- 8+ years leadership with managerial, financial, and operational experience as an executive/senior manager
- 5+ years of experience in a senior leadership role, including leading a senior management team in nonprofit organization, public agency, government entity or professional association
- Proven track record of managing complex budgets of at least \$5M
- Experience with oversight of complex, diverse range of programs or operations
- Experience developing and executing strategic plans for an organization



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- Track record of building relationships and working effectively with public partners, funders, business leaders, and the community
- Demonstrated ability to develop, and retain diverse staff, cross-functional team performing in a high-stress environment
- Outstanding communicator with excellent speaking, writing, and listening skills
- Ability to publicly advocate on behalf of ARCC and the people it serves
- Big picture thinker who understands how to increase, diversify, and optimize multiple funding sources
- Proficiency in financial management and analysis
- Ability to plan and execute on specific metrics to achieve organizational goals
- Ability to build relationships with clients, donors, partner organizations and government agencies
- A leader who enjoys being the public face of an organization
- Problem solver and comfortable making tough decisions
- High degree of emotional intelligence and empathy
- Commitment to principles of cultural humility in working with diverse communities
- Master's degree required in public health, psychology, healthcare management, business, social work, or other relevant field is required
- Fluency or proficiency in Spanish
- Executive Director/CEO experience
- Mental health (Psychology, LCSW, MFT) clinical certification
- Experience working with diverse ethnic/cultural backgrounds;
- Experience working in diverse settings;
- Bilingual Spanish/English Preferred
- Effective verbal and written communication skills;
- Computer literate;
- Ability to lift up to 25 lbs.;
- Able to work independently and as a positive member of a team;
- Fingerprinting and background check as required by the Department of Justice;
- Valid CA driver's license, an automobile for agency travel, and proof of current auto insurance;
- TB test clearance required every 2 years
- COVID19 vaccination and booster, highly recommended.

TO APPLY

Brakeley Search is conducting this search on an exclusive basis on behalf of ARCC. Interested candidates should apply via email by sending a resume and a letter outlining qualifications as PDF or Word documents to Chelsea Burr at cburr@brakeleysearch.com with "ARCC Chief Executive Officer" in the subject line.

This position description intends to describe the general nature and level of work being performed. It is not intended to include all duties and responsibilities. Because of a need to remain responsive to the needs of our clients and operational needs, job description and responsibilities may be modified at any time.



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Equal Employment Opportunity

Alum Rock Counseling Center is an Equal Opportunity/Affirmative Action employer committed to building a team that represents the racial, ethnic and linguistic needs of our community. We highly encourage members of historically underrepresented and marginalized communities to apply. We are committed to diversity in our workforce and equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or Veteran status. We encourage candidates from all backgrounds to apply.