



EXECUTIVE DIRECTOR
30 hours per week

Job Announcement
San Rafael, California
January 2010

THE OPPORTUNITY

Image for Success is seeking an Executive Director who has heart and passion for its mission of providing clothing for women, men and children who are transitioning to self-reliance. Originally serving women in Marin's welfare to work program to help them increase and build self esteem, Image for Success has grown and currently partners with 60 Marin County agencies. It is the only agency that serves the entire family. Image for Success employs four part time staff and has over 100 volunteers.

Image for Success is seeking a person who will:

- Provide leadership to the Board, staff, volunteers, and other stakeholders in implementing the vision and mission of the organization
- Work with the Board to maintain and increase success in all aspects of fundraising
- Ensure the continued financial health of the organization by providing sound fiscal management
- Represent the organization, maintaining and building relationships with volunteers, grantees, sponsors, donors and other key stakeholders. In essence become the "face" of Image for Success.

Mission: Image for Success is a non-profit organization dedicated to providing clothing to men, women and children in Marin County who are transitioning toward self-reliance. Image for Success not only provides the suit for the interview, but also clothes for every day – a critical need when someone is making the effort to change their life. Our volunteer personal shoppers give each client special attention in the selection of a wardrobe that fits their current circumstance. Our goal is to offer individuals a profound and revived sense of dignity and self-assurance that comes with looking their best. This service is provided in our Men's, Women's and KID's Boutique in San Rafael, Marin County, California. www.imageforsuccess.org

JOB DESCRIPTION - Specific Duties include:

Strategy and Planning

- Provide the vision for continued success in meeting ever changing needs of the community. Collaborate with the Board to ensure the organization has a long-range plan that advances the achievement of our mission
- Explore, evaluate, and recommend activities and policies that will promote the goals of the organization

Board of Directors:

- Support Board members in adhering to the Governance model
- Assist the Board Development Committee with identifying, prioritizing, recruiting, training and supporting new board members
- Present timely and accurate information to the Board about the status of agreed upon objectives, finances, staffing, volunteers and other relevant issues

Fund Development

- Support and partner with the Board and Fund Development Committee in developing, implementing, monitoring and assessing fundraising strategies and activities including implementing a plan to continue and create sustainable revenue streams
- Cultivate, solicit, and steward major individual, foundation and corporate donors to ensure development of a stable and growing fund base
- Review and strengthen event fundraising strategies including researching identifying, cultivating, soliciting and thanking individual donors and event sponsors.
- Strengthen the fundraising infrastructure, including the database, donation policies and procedures, and financial reconciliation

Community Relations

- Develop and maintain collaborative relationships with appropriate community and government agencies
- Publicize relevant activities and programs; act as primary media spokesperson
- Participate in community-based organizing efforts to further organizational mission

Financial Management

- Collaborate with the Board on budget preparation and monitor spending to ensure the organization operates within approved financial guidelines
- Ensure compliance with all relevant legal and fiscal practices of a non-profit

corporation

Staff Management

- Maintain a positive working environment that motivates and encourages staff to participate fully in the mission of the organization
- Recruit and select staff members as needed; provide supervision, training and direction; ensure compliance with laws and regulations

Volunteer Management

- Provide supervision, direction, and ensure good will and enthusiasm continue
- Retain and recognize volunteers; grow the volunteer base as the organization grows
- Provide management support to the executive committee, staff and key volunteers managing Image for Success' events
- Partner with the Board Committee to review and revise volunteer management practices and materials

Qualifications

- Highest professionalism and unquestioned integrity.
- Professional nonprofit leadership experience.
- Excellent communication skills including an ability to elicit trust and commitment from the Board, staff, volunteers and the community.
- Interest, experience and aptitude in both the internal (organizational) and external (community) components of leadership of a community-based, nonprofit organization.
- Proven ability to forge a strong collaborative community and business relationships and effectively promote Image for Success' value to the community.
- Demonstrated ability to motivate and bring people together toward a common vision and goal.
- Experience working on or for a board of directors.
- Demonstrated organizational, operational and financial acumen and the ability to communicate accurate and timely information to the Board of Directors.
- Ability to engage, manage, lead and provide support and mentoring to staff and volunteers.
- Significant experience managing, leading and supporting high-level volunteers.
- Demonstrated success in fundraising including writing successful grants, raising funds from individual donors as well as success in creating fee for service earned income.
- Exceptional interpersonal skills; self-motivated; highly organized.
- Computer-proficient.
- Knowledge and familiarity with the Marin community a plus.

- Professional, confident, warm and charismatic demeanor with a sense of humor.

The right person will find the position as Executive Director for Image for Success highly rewarding. Compensation will be commensurate with experience. As the organization grows, this position may become full time.

**This Search is being conducted by
Center for Volunteer and Nonprofit Leadership Transition Services
Email Resume and Cover Letter in confidence to: jjanssen@cvnl.org
Please put **IFS Executive Director Search** in the Subject line
Documents submitted in Word highly preferred.**

For consideration in the first round of candidate screening, resumes should be received by January 30, 2010.