



SHORT TERM EMERGENCY AID COMMITTEE

Job Announcement: Executive Director

STEAC

Created in 1967, STEAC is one of the oldest continuously operating non-profit organizations in Yolo County. It is a Section 501(c)(3) with Tax ID #94-6138684.

Mission

To provide immediate short-term emergency assistance with basic necessities to Yolo County residents with income below the poverty level.

STEAC is committed to enlarging the social awareness of the community and providing opportunities for local citizens to help others in need.

Board of Directors

Susan Carl, President
Jana Tuton, Vice President
Marshall Miller, Treasurer
Kathleen Ward, Secretary
Kim Eichorn
Mike Carl
Debra Denton
Will Benware
Wayne Eckert

Staff

Katy Zane, Executive Director
Mary Fichera, Office Manager
Joy Elson, IT Manager

Programs

Rental Assistance
Utility Assistance
Food Assistance
Suit Up for Success
Food Packs 4 Kids
Holiday Adopt-A-Family
STEAC Food Project
Community Volunteers

Donating & Volunteering

To provide assistance, STEAC relies heavily on volunteers and charitable donations. Contact us for the many ways to volunteer or to make contributions.

The Short-Term Emergency Aid Committee (STEAC) is currently recruiting for an Executive Director (a 30 hour-per-week position). The Executive Director reports to the Board of Directors and is responsible for the execution of Board policy, management of daily operations and supports the Board and its committees. The position is currently responsible for the direct supervision of two part-time office staff. Salary commensurate with experience. For more information on STEAC please visit our website at www.steac.org.

Job Description

- a. Manage finances prudently and develop resources through a variety of activities, such as grant-writing, fundraising and community partnerships.
- b. Enlist and engage potential donors to secure funding for the ongoing operations of the organization.
- c. Work collaboratively with volunteers and expand the volunteer base.
- d. Accept the chief administrative responsibility for public accountability of the organization and act as the 'public face' for STEAC.
- e. Develop the annual budget for review and approval by the Board.
- f. Present an oral and written report at each meeting of the Board of Directors on the activities undertaken, on the status of action items pending from previous meetings of the Board and with recommendations for future actions.
- g. Work with the Board in modifying, expanding, or adding programs.
- h. Maintain oversight over the programs staffed by volunteers to make sure that all programs are being run prudently and consistently with goals of STEAC.
- i. Insure that STEAC is represented at civic organization events.
- j. Prepare and coordinate all communications prior to their release to the media as the official spokesperson of STEAC. Maintain, update and create promotional materials.

Skills and Qualifications

- a. Interpersonal skills to work effectively with the Board, volunteers, contributors and community.
- b. Demonstrated skill to create a long-term vision and to provide leadership in carrying out the decisions of the Board.
- c. Skill in synthesizing complex information.
- d. Knowledge of fundraising principles and processes. Grant-writing ability a plus.
- e. Manage human resources according to authorized personnel policies and procedure that conform fully to current laws and regulations.
- f. Skill in identifying and resolving problems in a timely manner, gathering and analyzing material effectively, and leading the organization by displaying sound and informed judgment.
- g. Basic computer skills, including the use of Microsoft software and data base packages, as well as the willingness to learn new programs as needed. Knowledge of QuickBooks preferred.
- h. Ability to work in an inclusive, collaborative, small-office work environment
- i. Willingness to take on additional duties as necessary and appropriate

How to Apply

If interested in applying for this position please e-mail your resume and a cover letter to: Susan Carl, steac.office@gmail.com. The deadline for applying is March 31, 2018.

Extending a helping hand in Yolo County since 1967

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STEAC is a 501(c)(3) nonprofit-corporation #94-6138684