

# **STEAC (Short Term Emergency Aid Committee) seeks a new Executive Director**

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## **ABOUT THE ORGANIZATION**

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STEAC, founded over 58 years ago by volunteers inspired to support their neighbors in need, is a valued and trusted Yolo County nonprofit organization with a strong reputation in the community. The organization provides safety net services and support to low-income individuals and families struggling to make ends meet. Programs include Food Distribution, Food Packs for Kids, Job Training Opportunities, Summer Book Distribution, Education Scholarships, Rental and Utility Bill Assistance, and an Annual Holiday Program that provides food and gifts to those in need.

Last year, STEAC distributed over 112,000 meals; assisted 524 households through its holiday program; provided rental assistance to 314 families; helped 62 individuals obtain work-related certifications; awarded 21 educational scholarships; provided 110 K-6 students with summer reading books; distributed over 5,000 bus passes and 140 clothing gift cards; and helped 152 families obtain legal documents such as ID's and driver's licenses.

STEAC works exclusively through referrals from other agencies, allowing the organization to keep staffing and overhead low while working in partnership with other organizations. In addition to the Executive Director, the organization has a staff of 5 (2 Program Managers, Program Coordinator, Grants/Fundraising Specialist, and Bookkeeper), an engaged Board of 10 members, and a dedicated, active, mission critical group of 90 regular volunteers, and nearly 50 other volunteers who assist with the holiday program and food collection and packing events. The organization is financially sound with an annual operating budget of approximately \$1M.

## **POSITION SUMMARY AND REPORTING RELATIONSHIPS**

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With the direction of the Board of Directors, the Executive Director (ED) leads STEAC in pursuing its mission to provide short-term assistance to Yolo County families and individuals in need and in strengthening the organization's relationships in the community. The ED is responsible for the overall management of STEAC's program and operations, and nurtures volunteer and donor relationships that support its mission. The ED reports to a deeply committed Board of Directors, supervises all staff, and engages a diverse group of volunteers who play a key role in creating, planning, and executing programs and activities. The position is full-time and on-site in Davis, CA, with occasional evenings and weekends to attend fundraising and community events.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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### **Leadership and Administration:**

- Manage STEAC's day-to-day operations, including programs, administration, finances, and staff.
- In partnership with the Board, lead strategic planning efforts to ensure STEAC remains sustainable and is responsive to community needs and changing conditions.
- Assess the organization's accomplishments and review setbacks, report these to the Board to inform future thinking, and make recommendations for operational and programmatic improvements for Board consideration.
- Recruit, hire, train, develop, and evaluate employees and engage volunteers to ensure programs are implemented efficiently, effectively, and professionally.
- Provide fiscal oversight and ensure financial policies and procedures are documented and followed.

- Develop and recommend annual budget to the Board that aligns with STEAC's mission and goals.
- With the Treasurer, monitor the organization's financial position, including program and operational spending, status of grants, fundraising results, and taxes.
- Prepare and present ongoing financial reports to Finance Committee and Board for their review.
- Serve as primary contact to ensure STEAC complies with policies, procedures, regulations, laws, and nonprofit best practices related to operations, grant compliance, financial filings, and HR.
- Oversee facilities to ensure proper operation, maintenance, and safety.
- Ensure efficiency of technology used by STEAC, including Apricot, QuickBooks, Little Green Light, Constant Contact, Zoom, Microsoft Office, and Asana.
- Maintain strong relationships with STEAC stakeholders, including Board members, partner organizations, donors, volunteers, and community members.
- Manage and evaluate STEAC's commitment to DEI and provide updates to the Board.
- Serve as the emergency contact for the organization.

#### **Programs:**

- Provide oversight for all program-related activities and recommend policy changes to volunteer leadership committees as necessary.
- With Program Manager, manage program data in Apricot database, creating reports, managing and implementing changes/improvements, and serving as the point of contact with the vendor(s).
- Ensure program policies, spending, and outcomes are regularly evaluated. Research policy trends and recommend policy changes to the Board.
- Encourage and maintain the volunteer base and convene periodic volunteer leadership committee meetings for each of the program areas.
- Ensure STEAC continues to build a robust volunteer program to support programmatic needs, including volunteer policies, recruitment, onboarding, delegation, retention, evaluation, and recognition.
- Evaluate new program ideas, changes, and opportunities for recommendation to the Board.
- As needed, serve as an advisor to the Program Manager for funding approval on individual client cases, particularly when they fall outside STEAC's current guidelines.

#### **Board Relations:**

- Work in careful collaboration with the Board for advice and guidance, utilizing Board members' expertise and experience.
- Attend and provide administrative support for Board meetings, including preparing the agenda and materials.
- Provide administrative support to Board committees (Program, Financial, Recruitment, Bylaws, etc.) as needed.
- Serve as liaison between the Board and other leadership committees and staff.
- In collaboration with the Board, maintain STEAC's commitment to volunteer leadership by regularly convening leadership committees to inform STEAC policy.
- Support the Board with the recruitment of new Board members and facilitate new Board orientation and onboarding.
- Communicate regularly and openly with the Board to ensure Board members are informed of matters and developments that impact the organization.
- Provide regular updates and reports to the Board on STEAC's financial standing, program data, and progress towards meeting strategic goals.

### **External Relations: Community Outreach, Partnerships, & Fundraising:**

- In collaboration with Fundraising Specialist and Board, lead development of STEAC's fundraising strategy to secure funding for programs, operations, growth, and the organization's sustainability.
- With the Fundraising Specialist, ensure donor data, cultivation, stewardship, and recognition programs are effective and ongoing.
- Identify, explore, and fully activate partnerships with other educational, community, and government organizations that strengthen STEAC's programs and outreach.
- Participate in external stakeholder groups to increase STEAC's visibility in the public services sphere (e.g. Yolo County Homeless Poverty Action Committee).
- With the communications staff, create, implement, and evaluate yearly marketing strategy.
- Provide oversight and guidance for STEAC communications. Create reports and materials as needed to support STEAC external relations, including an annual impact report.
- Develop and maintain effective relationships with other community-based organizations, governmental agencies, collaborating partners, and other stakeholders throughout the region.
- Serve as an ambassador for STEAC, attending community events and promoting the mission through proactive outreach to the media, elected officials, nonprofits, service organizations, businesses, and the public; make presentations to outside groups and at fundraising events.

### **QUALIFICATIONS**

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Successful Executive Director candidates will be knowledgeable in all aspects of nonprofit management, including finances, programs, revenue generation, community outreach, staff supervision, volunteer management, and board governance. In addition, they will have the following combination of skills, knowledge, abilities, personal characteristics, education, and experience that will allow them to fulfill the responsibilities of the job and be an effective leader who can partner with the Board, staff, and volunteers to serve the best interests of the organization.

#### **Skills and Knowledge:**

- Five plus years of management experience with a nonprofit organization or equivalent.
- Skills to provide leadership and appropriate support to Board President, Board Members, staff, and volunteers.
- Well versed in nonprofit board development and governance issues to build an engaged, high-performing board.
- Excellent business and finance skills with the ability to read, analyze, and interpret business documents, manage contracts, and develop, read, interpret, manage, and explain nonprofit financial statements and the budget.
- Ability to effectively evaluate programs and services to determine what is working and what needs to be restructured, strengthened, or eliminated.
- Demonstrated ability to lead and manage people, including volunteer recruitment and management.
- Ability to manage change and to motivate and maintain high morale among employees, volunteers, and donors, including working with/supervising people of diverse ages, educational levels, interests, and skill sets.
- Ability to develop strategic partnerships with individuals, corporations, and foundations that currently support and/or have the potential to support the organization.
- Exceptional written, oral, and interpersonal communication skills to interact with a variety of people to develop the collaborative working relationships needed to accomplish STEAC's goals.
- Must possess a valid driver's license with a clean driving record and pass a criminal background check.

**Personal Characteristics:**

- Passion for STEAC’s mission and appreciation for its grassroots, volunteer-driven culture.
- Highly ethical leader who inspires trust and is able to earn respect from all stakeholders—Board members, staff, volunteers, funders, partners, community leaders, and the public.
- Displays optimism, charisma, and emotional intelligence to generate enthusiasm, participation, and connections among all stakeholders.
- Values teamwork and collaboration, delegating responsibility appropriately and lending a hand when needed.
- Entrepreneurial and resourceful, creating the organization’s sustainability while maintaining the quality of services.
- A self-starter who takes the initiative to identify and seize opportunities.
- An effective ambassador who enjoys serving as the face of the organization and is persuasive in generating enthusiasm and support for the organization.

**COMPENSATION & BENEFITS**

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The salary range is \$95,000 - \$125,000 plus vacation, sick leave, and medical, dental, and vision coverage for the employee.

**APPLICATION PROCESS & TIMELINE**

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STEAC invites interested candidates to submit a cover letter and resume to: Andrea Weiss, Search Consultant, [andrea@weisscareer.com](mailto:andrea@weisscareer.com). Applicant screening will be ongoing until the position is filled, with a priority review date of Friday, July 31. Search Committee interviews will take place August 19-21. Interviews with the full Board will be conducted on August 26.