

CSA SAN DIEGO COUNTY

Executive Director

JOB DESCRIPTION

Position Title: Executive Director

Reports to: Board of Directors

Position Summary: The Executive Director is in charge of overseeing the agency's strategic vision and leading agency decisions to drive organizational growth. The duties include collaborating with the board of directors, implementing strategic plans for agency development and managing relationships with stakeholders. We are looking for an experienced Executive Director to oversee all operations, functions and activities. You will be the face of the organization, responsible for giving the proper strategic direction and implementing a high quality vision. Must have great communication skills and take a holistic approach in managing the organization's operations with the ability to lead and motivate. The goal is to manage and lead the organization towards the realization of its mission.

Organization Background: CSA San Diego County (www.c4sa.org) is a 501(c) (3) non-profit corporation. We have decades of experience as advocates for fair housing and mediating tenant/landlord issues.

Executive Director Job Description

- Collaborate with the board of Directors to identify, create and implement strategic plans to actualize agency objectives.
- Identify, recruit, train and develop a talented team of employees who can lead critical departments and manage strategic agency functions.
- Monitor agency operations and ensure employees and business practices comply with regulatory and legal requirements.
- Develop the organizational culture and promote transparency and collaboration throughout the organization.
- Develop partnerships with company stakeholders, shareholders, industry regulators and other relevant parties.
- Identify potential risks and opportunities within the organization and its environment to protect business interests.
- Identify potential sources of investment and organize fundraising efforts.
- Represent the agency at social and organizational events in ways that strengthen the brand and communicate the agency's message.

Skills and Qualifications:

Education: Bachelor's or master's degree in business, non-profit management, public administration, or a related field.

Experience: Several years in senior executive or management roles.

Excellent understanding of finance-related performance standards
Proven ability to develop and execute financial strategies
Excellent written and verbal communication skills
Demonstrated knowledge of corporate and regulatory best practices
Organization and leadership skills
Strategic thinking and analytical skills

Salary: Commensurate with Executive Leadership experience

To Apply

Send a resume and cover letter to estela@c4sa.org. No phone calls please.

CSA San Diego County is an Equal Opportunity Employer.