May 30, 2012

Job Opening Announcement—Executive Director

About YJI
Youth Justice Institute (YJI) is a non-profit organization with a decade of experience helping system-involved youth successfully transition into healthy adults. YJI envisions a world where every institution that affects youth treats them with dignity, humanity, and justice. Our community seeks to stand up for youth in the system, nurture their innate promise, and use what we learn to change the institutions that affect them. We have helped thousands of youth successfully transition out of the system and into young adulthood. Specifically, YJI provides mentoring and advocacy for youth at risk for and involved in the juvenile justice system, as well as gender-responsive services for girls and young women. We also provide technical assistance and training to other organizations and jurisdictions, helping them to utilize gender-responsive, culturally relevant, and trauma-informed models.

Job Summary
The ideal Executive Director (ED) candidate is a proven manager and fundraiser who will enthusiastically lead YJI’s mentoring and clinical programs while helping the organization grow to its full potential. The ED oversees the fiscal management of the organization, including contracts, grants, donations, and fundraising. Supervising two Program Directors and the Financial and Administrative Director, this position is also responsible for YJI’s personnel management. Working in conjunction with the Board of Directors, the ED develops and implements YJI’s policy development, board development, strategic planning, and communications.

YJI is based in San Francisco’s Twin Peaks district. Start date is August 6, 2012.

Required Knowledge and Skills
- B.A. degree (M.A. preferred) in a relevant field.
- Demonstrated success as a manager and team leader.
- Proven ability to coordinate several complex, multi-step tasks, keeping participants on-track and without losing sight of the details.
- Outstanding interpersonal skills, both for building relationships within the organization as well as the community, including donors, partner agencies, government officials, and other stakeholders.
- Effective communicator with the ability to write clearly and speak in public with ease.
- Comfortable with web-based technology for planning, communications, and reporting.
- Enthusiastic fundraiser with strong grant-writing skills.
- Deep awareness of gender and cultural issues; ability to openly, effectively, and respectfully discuss inequality and the impact of race, gender, class, and culture with a variety of audiences.
- Clean driving record and insurance; access to a personal vehicle for local travel.
- Passionate about YJI’s mission and the youth we serve.

Preferred Knowledge and Skills
- Prior experience as an Executive Director, or equivalent management experience in a nonprofit with a budget of $500,000 or more.
- Knowledge of the juvenile court system.
- Prior experience following in the footsteps of a founding Executive Director.
- Experience working with and developing a strong Board of Directors.
- Prior experience working directly with youth.
- A wide network of existing relationships and connections within the juvenile justice field in the SF Bay Area.

Physical Requirements
- Ability to communicate via phone and email.
- Ability to work at a computer for extended periods of time.
- Ability to lift and carry 20 pounds.
- Occasional out-of-town travel and long drives may be required.

Salary and Benefits
YJI is pleased to offer a competitive benefits package, including medical, dental, vision, and disability insurance, as well as sick, vacation, and holiday time. Salary DOE.

To Apply
Please submit cover letter, resume, and salary requirements to hr@yjinstitute.org. (No phone calls please.) YJI is an Affirmative Action/Equal Opportunity Employer. Women, people of color, elderly persons, and people with disabilities are encouraged to apply.