



JOB DESCRIPTION

EXECUTIVE DIRECTOR
DIABETES YOUTH FAMILIES

CONCORD, CA

COOK SILVERMAN SEARCH

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Greenbrae, CA 94904

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ABOUT DIABETES YOUTH FAMILIES (DYF)

In 1938, Dr. Mary B. Olney, a physician from UC San Francisco, took 19 children with type 1 diabetes to camp to teach them how to better manage their condition. Dr. Olney believed that children with diabetes could live healthy and productive lives by learning how to care for their diabetes with a complex management system. Today, DYF still holds true to that philosophy, creating opportunities for children and teens with diabetes which are equal to that of their peers who do not have diabetes. DYF also recognizes the impact that type 1 diabetes can have on a family unit and is dedicated to supporting the parents, caregivers and siblings who are affected.

Today, DYF serves more than 1,500 individuals annually (children and teens with diabetes, siblings, parents and guardians) through our resident camps and recreation programs. DYF's most well-known program is its Bearskin Meadow Summer Camp. Bearskin Meadow Camp (BMC) is one of the oldest wilderness camps for youth living with diabetes in the country. In addition to BMC, DYF also offers Camp de los Niños, several weekend family education retreats, and numerous one day adventure programs throughout Northern California.

DYF's mission is to improve the quality of life for children, teens and families affected by diabetes. The organization provides education and recreation within a supportive community, encouraging personal growth, knowledge and independence.

For more information, please visit: <https://dyf.org/>

POSITION OVERVIEW

The Executive Director (ED) has overall strategic and operational responsibility for DYF's programs, community relations, finances, staff, and execution of its mission.

REPORTING RELATIONSHIPS

The position reports to the Board of Directors and manages a team of seven full-time staff, one part-time staff member and the Bearskin Meadow Camp Facility. The Executive Director indirectly oversees the work of more than 100 seasonal staff and 100 volunteers.

PRIMARY RESPONSIBILITIES

Executive Strategic Leadership and Board Liaison

- Actively engage and inspire DYF employees, volunteers, Board members, event committees, alumni, partnering organizations, and funders.
- Assure the organization's mission and programs are consistently presented in a strong, positive image to relevant stakeholders.
- In concert with the Board of Directors, design and implement a strategic plan that identifies short- and long-term objectives and requirements, including a vision to take the organization to its next stage of evolution.
- Monitor and report to the Board of Directors on progress toward strategic objectives.
- Lead, coach, develop, and retain DYF's staff; ensure that formal performance evaluations of all staff are completed at least annually.

- Maintain a climate that attracts, retains, and motivates a diverse staff of top-quality people.

Development & Communications

- In concert with the Development staff, assess current plan and devise strategies for increased funding.
- Supervise Development & Communications team.
- Oversee fundraising planning and implementation, including identifying resource requirements, researching funding sources, and establishing strategies to approach funders.
- With the Development team, expand revenue generating and fundraising activities to support existing program operations expansion.
- Increase, strengthen and diversify the organization's funding sources through traditional and non-traditional methods.
- Maintain a major gifts portfolio of prospects capable of giving \$10,000 or more.
- Cultivate relations with donors, foundations, and corporations.
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.

Finance & Operations

- Ensure effective systems to regularly evaluate program components so as to measure successes that can be effectively communicated to the Board, funders, and other constituents.
- Oversee the financial management of the organization by coordinating annual budgetary planning and tracking, keeping records, preparing reports, and managing financial statements.
- Oversee the overall financial health of the organization (e.g., participate in quarterly finance reviews with senior leadership team, review annual budgets with senior staff and Board finance committee, review cash flow projections).
- Prudently manage the organization's resources within budgetary guidelines.

Programs & Camps

- With Director of Programs and leadership team, evaluate the overall effectiveness of DYF's strategies and programs.
- Ensure ongoing programmatic excellence; recommend timelines and resources needed to achieve strong program outcomes.
- Provide strategic guidance to program teams as needed.

QUALIFICATIONS

- Commitment to and passion for the mission of DYF
- Proven leadership, coaching, and relationship management experience.
- Minimum of 8 years of relevant and progressive management experience, with at least 3 years of leadership experience in a non-profit organization of similar or larger and complexity (\$2M + budget)
- Bachelor's Degree required; advanced degree preferred
- Demonstrated effective leadership ability in strategizing, fundraising, and coalition building
- Demonstrated effectiveness and experience in fund development
- Demonstrated experience effectively managing teams and motivating, mentoring, coaching, and developing staff
- Action-oriented, entrepreneurial, and innovative
- Demonstrated experience liaising with Boards of Directors and creating organizational strategic plans
 - Strong interpersonal and communication skills; experience in effectively communicating key ideas, concepts, and data, including presentations to boards, funders, partners, and other stakeholders

- Ability to act as the spokesperson for the organization
- Flexibility and adaptability in work style and schedule
- Experience working within health-related or chronic illness fields preferred, including experience working with children and families preferred

SALARY OR SALARY RANGE

The salary range for this position is \$120,000 to \$135,000 plus full benefits.

To demonstrate our commitment to equity and equal pay for all, Cook Silverman Search will continue to post salary ranges on all of its job descriptions moving forward. The practice of not posting salaries perpetuates the gender wage gap and discriminates against people of color by causing individuals to negotiate from a disadvantaged starting point.

TO APPLY

To apply for this position, or for additional information on the opportunity, please send a copy of your resume with a cover letter to Victoria Silverman at apply@cooksilverman.com.

All applications and inquiries will receive a response and be kept strictly confidential.

DYF is an Equal Opportunity Employer.