



**Pajaro Valley Prevention and Student Assistance**  
**Chief Executive Officer**  
**Watsonville, CA**  
**Full-Time On-Site**

### **About the Agency**

Pajaro Valley Prevention and Student Assistance (PVPSA) is a dedicated non-profit to the Pajaro Valley Unified School District and provides an array of social services to over 4,000 children and families per year. PVPSA provides drug, alcohol, and tobacco prevention and intervention programs for youth and adults, youth and family counseling, violence prevention and intervention, school dropout, and gang prevention programs, and parent education. The organization has distinguished itself as a leader in implementing evidence-based programs and practices to support student achievement for the last 31 years.

Founded in 1991, PVPSA is tax-exempt under IRC Section 501(c) (3) and has 50 employees and a budget of \$6.9 million. PVPSA is governed by a twelve-voting-member board of directors that is reflective of the ethnic and geographic areas that the agency serves.

### **Mission**

PVPSA believes that every young person in our community should have the opportunity to thrive. Our mission is to improve the quality of life of students and families in the Pajaro Valley by providing health education, prevention services, mental health services, and advocating for public policies that protect the health of our community. The agency is committed to helping employees fulfill a balanced approach to managing their careers and personal lives.

### **Chief Executive Officer**

The Chief Executive Officer will lead and manage PVPSA, carrying out the mission of PVPSA by successfully building community partnerships, engaging influential community members, raising funds, and ensuring that the strategic goals set forth by the Board of Directors are carried out.

We seek an energetic leader with a passion for our mission, who embraces an environment of change and innovation, and who would like to put their imprint on this organization as it makes a transformational leap to increase our impact and create a blueprint for growth. This position

offers the candidate an exciting opportunity to be part of a dynamic community-based organization that offers evidence-based programs to the Tri-County population. As the CEO, you will work with a collaborative board who are prominent members of the community and be part of an inclusive environment that promotes diversity and equitable access.

**Primary Duties and Responsibilities, but not limited to the following;**

*Leadership*

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Provide leadership in developing programs, organizational, and financial plans with the Board of Directors and staff; carry out plans and policies authorized by the Board.
- Create and maintain a climate that attracts, retains, and motivates a diverse set of top-quality people
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.
- Act as a spokesperson for the organization
- Conduct official correspondence and enter into legal agreements and contracts as appropriate and jointly with the Board when appropriate
- Represent the organization at community activities to enhance the organization's community profile

*Operational & Program Planning and Management*

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Oversee the planning, implementation, and evaluation of the organization's programs and services
- Oversee the efficient and effective day-to-day operation of the organization
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate
- Provide support to the Board by preparing the meeting agenda and supporting materials

*Human Resources Planning and Management*

- Determine staffing requirements for organizational management and program delivery
- Oversee the implementation of the human resources policies, procedures, and practices including the development of job descriptions and performance reviews for all staff
- Establish a positive, healthy and safe work environment per all appropriate legislation and regulations

### *Financial Planning and Management*

- Work with staff and the Board (Finance Committee) to prepare a comprehensive annual operating budget and 3-5-year business plan
- Approve expenditures within the authority delegated by the Board
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization
- Ensure that the organization complies with all legislation covering taxation and withholding payments

### *Fundraising & Communications:*

- Expand revenue-generating and fundraising activities to support existing program operations, build an operating reserve and retire any existing debt
- Use external presence and relationships to garner new opportunities
- Participate in fundraising activities as appropriate

### *Community relations/advocacy*

- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- Maintain cooperative working relationships with Pajaro Valley Unified School District Board of Trustees, superintendent and staff, county departments, and representatives from state and federal funding sources

### *Risk management*

- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks; developing emergency contingency plans
- Ensure that the Board of Directors and the organization carry appropriate and adequate insurance coverage

### **Qualifications**

- Executive leadership experience in a health and/or human services organization
- A Bachelor's Degree and three years of experience as a director of a nonprofit or a social service agency required
- A Master's Degree in Business, Public Administration, Education, Social Services, or a closely related field; and two years of experience as the director of a nonprofit or social service agency preferred
- Track record of effectively leading and scaling an organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth, experience in change management, and

- community engagement
- Knowledge of leadership and management principles as they relate to non-profit/volunteer-based organizations
- Knowledge of all federal and provincial legislation applicable to non-profit sector organizations
- Engaged as a leader in the Tri-County community strongly preferred

Competencies (including but not limited to):

- Communication and Cooperation –A persuasive and passionate communicator who can engage various stakeholders. Prevents unproductive responses and improves the effectiveness of communications and interactions with others.
- Planning and Organizing – Engages in short and long-term planning, sets priorities to optimize time usage, and adheres to schedules and plans.
- Creativity and Innovation – Initiates conceptual ideas with practical applications, develops creative strategies and opportunities, creative thinking and problem solving, and promotes a creative climate.
- Judgment and Decision Making – Solves problems, considers relevant alternatives before making decisions, displays intuitive judgment, and shows timeliness and conviction in making recommendations and decisions.
- Accountability and Productivity – Holds themselves accountable to team members, accepts responsibility for their own decisions, sustains peak performance, and solves problems that impede productivity.
- Strong Financial Acumen

## **Compensation**

This is a full-time, exempt position. Salary commensurate with experience (\$120,000 to \$150,000 annual). Health insurance includes medical, dental, vision, life insurance, flexible spending account and a 401(3b) contributions; and paid time off (holidays, sick, and vacation) and 3-weeks vacation.

## **To Apply**

For consideration, interested candidates should submit a cover letter and resume. Please ensure that the cover letter addresses the required experience and expertise. Please send materials to Stacy Nelson & Associates-Leadership Search Partners ([www.stacy-nelson-and-associates.com](http://www.stacy-nelson-and-associates.com)) at [stacyn@stacy-nelson-and-associates.com](mailto:stacyn@stacy-nelson-and-associates.com) Interested individuals are encouraged to apply immediately. Please visit <https://www.pvpsa.org> for more information about the organization.

*Pajaro Valley Prevention and Student Assistance is an equal opportunity employer.*