



Bayview Hunters Point Foundation for Community Improvement, Inc.

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The Bayview Hunters Point Foundation is seeking a Deputy Director who has the skills, drive, and passion to assist the Executive Director in leading a staff of dedicated and committed professionals to fulfill its mission.

The mission of Bayview Hunters Point Foundation is to build a community that is empowered, clean, safe, and healthy. The Foundation achieves this mission by:

- 1. Providing high-quality health, social, and human services.**
- 2. Being a responsive and responsible voice for the community.**
- 3. Being an organizer, collaborator, convener, and developer of the community.**

The Deputy Director is part of senior management for the Foundation, reports to the Executive Director and serves as the program liaison to the Board of Directors. The major functions of the position include the following:

I. Operational Leadership

- Partner with the Executive Director in essential internal agency leadership activities (human resources, administration and organizational planning)
- In the absence of the Executive Director, be responsible for program services and activities and for ensuring compliance with the Foundation's administrative and fiscal regulations in accordance with contract provisions.
- Build and maintain community and partner relationships
- Work with Executive Director on strategic planning for the Foundation including exploring new and innovative programs and directions
- Assist in development, implementation and maintenance of agency policies ensuring compliance with all State and City licensing requirements
- Work with Executive Director to negotiate contracts with union
- Assist in fundraising, marketing and public relations
- Work with Executive Director to sustain and expand financial resources including overseeing the development of grant applications and identifying new funding sources

II. Program Management

The Deputy Director has primary responsibilities for overseeing all programs and services and will:

- Provide Program Directors with direction and support to offer exceptional client services and to achieve contractual obligations
- Develop, implement, monitor and evaluate quality control procedures
- Work with Program Directors to prepare program reports

III. Contract Management

The Foundation has multiple contracts with the City and County of San Francisco. The Deputy Director is responsible for monitoring all contracts and will:

- Develop and implement a system for tracking program deliverables
- Regularly meet with Program Directors to evaluate progress in meeting contractual goals
- Work with Program Directors to identify problems in achieving programmatic contract goals, develop and implement solutions, and evaluate effectiveness

Qualifications: Experience, Education, Knowledge, Skills, and Abilities

To be considered for the position, candidates must meet the following qualifications:

- Minimum of 3- 5 years of senior level management with leadership responsibility
- Master's degree in public or business administration, social work, psychology, human service administration or a closely related field. Professional experience may substitute for the graduate level educational requirement on a year-for-year basis.
- Ability to develop revenue and expense projections for multiple budgets with diverse funding sources
- Strong written and verbal communication skills
- Strong organizational skills
- Ability to multitask to meet organization's objectives
- Ability to meet schedules and deadlines in a timely and effective manner
- Demonstrated ability to build and maintain relationships with a wide array of people including staff, managers, clients, community, and outside business partners and agencies
- Understanding, respect and passion for working with communities of color
- Experience with programs services high needs and high risk adults, specifically those with mental health and substance related issues

- Knowledge of San Francisco community-based service providers
- Computer literate in Microsoft Suite of programs
- Knowledge of and experience in the business of health care
- Self-starter, able to work with minimal supervision
- Intelligence, honesty and integrity
- Enthusiasm and flexibility

The Bayview Hunters Point Foundation for Community Improvement, Inc. is a non-profit, community-based human services agency founded in 1971. The Foundation was created to address the needs of a predominantly African American, isolated community where essential social services such as legal assistance, drug rehabilitation, and mental health care were unavailable.

Programs have now expanded to respond to San Francisco's diverse communities and client populations and include substance abuse and mental health treatment, youth services, violence prevention/intervention and HIV/AIDS support services. The services provided by the Foundation demonstrate a concern for community issues as well as the ability to meet community needs. The Foundation continues to be at the forefront to fill identified gaps in the public health system. The agency remains a strong service provider for the underserved areas where over 21% of the residents live below the poverty line (2007 demographic records).

While the agency's primary service area is still the Bayview Hunters Point District, the Foundation's services are also delivered via partnerships with other San Francisco neighborhoods.

The Foundation has a staff of dedicated and committed professionals providing program services and administrative support. The Program staff includes physicians, nurses, LVNs, counselors, psychiatrists, psychologists, medical records technicians, billing/intake staff, social workers, administrative support, and program directors. Together, this dedicated staff is responsible for serving over 1,000 clients annually.

Qualified candidates with a deep understanding of the Bayview Hunters Point community and the Southeast sector of San Francisco are desired.

No relocation assistance provided.

To Apply: Qualified candidates should submit a resume and letter of interest via email to: info@bayviewci.org - Attn: Personnel Committee

Thank you for your interest. We may be unable to respond to every submission.

The Bayview Hunters Point Foundation for Community Improvement, Inc. is an Equal Opportunity Employer.