

Job Description: Associate Director

The California School Health Centers Association (CSHC) is a nonprofit policy organization dedicated to promoting school health centers—health clinics located on or near school campuses. The mission of CSHC is to promote the health and academic success of children and youth by increasing access to the high quality health care and support services provided by school health centers. We have four full-time and five part-time staff in our office in downtown Oakland, one full-time staff person in Fresno, and one full time staff person in Los Angeles. For more information, please go to www.schoolhealthcenters.org.

CSHC is seeking an Associate Director (AD) in our main office in downtown Oakland. The AD will have responsibility for overseeing and developing the work of the organization in the areas of development, communications, and administration. This position works closely with the Executive Director and the Board of Directors and will have a high level of independence, responsibility, and decision-making authority. It is an excellent opportunity for someone who wants to use his/her initiative and creativity to grow and strengthen a non-profit that has a great staff and an important mission!

CSHC is a young and growing organization with a supportive and flexible work environment. We are continually developing the organization and are committed to helping our staff shape their work to meet their own personal and professional goals.

Reports to: Executive Director

Responsibilities of this position include:

1) Development

The role of the AD in development is to manage the development program, with the ED playing an active role in proposal writing and donor cultivation. Specifically:

- Research funder/donor prospects
- Manage the development workplan and assign tasks to ED, board members and other staff
- Assist ED with grant writing
- Staff the development committee of the Board and manage board members' participation in fundraising
- Guide work of Office/Membership Manager to develop and manage contact database
- Oversee development and implementation of a membership program including solicitation, recognition, and member communications
- Work with Director of Operations and other staff to ensure that all funder reports are submitted in a timely manner

2) Communications

CSHC has a 75% FTE communications director who is responsible for communications strategy, materials development, and media outreach. The AD will work with the communications director to ensure that our communications activities support our policy, development and membership goals. Some of our communications activities include: website, bi-monthly electronic newsletter, printed materials, stories and spotlights, conference presentations and exhibits, letters to the editor, and media outreach.

3) Board

The AD will work closely with the board and will be responsible for staffing board meetings and committee calls, setting meeting dates and locations, creating meeting agendas (with ED and board input), assuring that materials and minutes are distributed in a timely manner. The office manager and administrative assistant provide support for meeting logistics, printing, copying and mailing.

4) Finance and Operations

CSHC has a director of operations who handles our accounting, payroll, benefits, and contracts. The AD will serve as the back-up for these functions and will work closely with the ED and director of operations to develop and monitor organizational budgets.

5) Staff and Office

The AD will create agendas for monthly staff meetings and will be expected to think creatively and work with staff to continually make staff meetings more productive and fun, and generally to improve communication among staff. The AD will also have decision-making authority around office space, equipment, and technology issues.

Requirements

Qualified applicants must have solid experience in all areas of the job description and in staff supervision. We are looking for someone with a background in non-profit management and development who is innovative and entrepreneurial; who loves organizational development; and who can manage many moving parts while keeping an eye on long-term goals. Qualified applicants will also have excellent writing skills. Knowledge of the following software is a plus: Microsoft Access, Quick Books, SalesForce or other CRM software. Knowledge of school health centers, health policy, or public health is a plus but is not a requirement. However the AD will be expected to become fully versed in the work of the organization.

Compensation

Salary DOE but starting at \$70K. This is not an entry level position. Excellent benefits include medical, dental, vision, retirement, long-term disability, life, public transit/parking,

We will review resumes beginning on February 16, 2009. The position will be open until filled. Submit resume and cover letter BY MAIL ONLY to:

Attn: Jobs
California School Health Centers Association
660 13th Street, #202
Oakland, CA 94612

No phone calls or emails please