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AHA! EXECUTIVE DIRECTOR POSITION DESCRIPTION

JOB DESCRIPTION & QUALIFICATIONS

AHA! (Attitude. Harmony. Achievement.) is seeking a compassionate and experienced Executive Director committed to our mission of inspiring teens to feel safe, seen, celebrated, and emotionally connected. The Executive Director will have overall strategic and operational responsibility for AHA!'s staff, programs, fundraising, and execution of its mission.

AHA! is a non-profit program based in Santa Barbara, California that equips teenagers and educators with social and emotional intelligence to dismantle apathy, prevent despair, and interrupt hate-based behavior.

POSITION SUMMARY:

The Executive Director is responsible for the supervision and management of AHA!'s day-to-day operations, long-range planning, strategic vision, and staff leadership. The Executive Director will work with teens, parents, staff, volunteers, donors, collaborative partners, the Board of Directors, and community leaders to achieve the goals and mission of AHA!

RESPONSIBILITIES and PRIORITIES

- *Vocation* Demonstrates a lifelong vision and passion for empowering youth and families to have an education in social emotional learning.
- *Governance* Lead and support a committed staff with a shared vision and sense of purpose, creating ongoing opportunities for learning, growth, and creativity; lead with an inspiring strategic vision while attending to day-to-day operations, services, and activities. Serve as a thought leader in the field, staying abreast of new developments. Reports to the Board of Directors.
- *Fundraising, Grants, Finances, and Marketing* Ideal candidate has a reasonable level of financial acumen and knows their way around both balance and P&L sheets, and has managed an organization of substantial size, with revenues of

over \$1 million per year across multiple years. Grow earned income revenue streams through new contracts (including contracts with school districts) and develop new services and programs to address emerging needs; cultivate, broaden, and secure a diverse funding base from foundations, corporations, government, and individual donors; build a strong culture of philanthropy within the organization in which Board, staff and Development Committee serve as ambassadors and engage in relationship building; and ensure fiscal sustainability and health through accurate accounting, budgeting, record keeping, and reporting.

- *Product Development* Ensure that AHA! continues to produce and distribute practical tools educators need to foster social and emotional learning, social responsibility, and racial equity in their schools and classrooms. Such tools include teaching guides, implementation manuals, videos, webinars, training designs and manuals, coaching manuals, and digital versions of our teaching guides.
- *Board of Directors* Establish a strong working partnership with the Board of Directors and its committees, bringing forth their best ideas and efforts in support of AHA! and continuing to strengthen the Board through recruitment of new members, as needed.
- *Communication* Oversee communication of the organization's vision: for every teen to feel safe, seen, celebrated, and emotionally connected.
- *General Management* Oversee AHA's administrative and management systems, internal policies, and procedures. In conjunction with the Board of Directors, develop and execute long-term strategic plans for the organization.
- *Quality Improvement* Assess and evaluate organizational structure, staff, and functions. Define organizational and staff goals and performance expectations, providing guidance and conducting regular performance evaluations. Make changes where necessary to make programs and operations more effective. Measure efficacy of service delivery with clear metrics. Implement strategies for promoting continuous programmatic improvement.
- *Collaboration with Researchers* Continue AHA!'s long and fruitful collaboration with researchers to improve the quality and impact of our programs, validate the effectiveness of our programs for funders and clients, and contribute knowledge to the field.
- *Strategic Alliances* Build upon existing partnerships and seek new strategic alliances to promote AHA!'s mission and work.

DESIRED SKILLS and EXPERIENCE

(PLEASE DO NOT APPLY IF YOU DON'T MEET THE FOLLOWING QUALIFICATIONS)

- Bachelor's Degree or higher in a related field.
- At least 3 years of experience leading and managing a high-performing organization, preferably in the non-profit arena, including strategic development, community engagement, budget and financial management, and operations.
- Has served as Executive Director or Executive with accountability experience to Board of Directors.

- Have strong social and emotional skills and openness to learning new things and seeing things in new ways. Have deep understanding of the fields of social and emotional learning, culturally responsive education, and racial equity.
- Experience effectively managing teams and motivating, mentoring, coaching and developing staff.
- Leadership ability in strategizing, fundraising, and coalition building.
- Demonstrated ability to balance long-term strategic vision with daily operational responsibilities; the ability to attract and hold top people to work for the organization and to nurture high-performing teams; and the ability to share responsibility for leadership of the organization and partner with the Board to set goals, track progress, and assess effectiveness of the organization.
- Ability to establish credibility immediately with education officials, school leaders, and faculty; understands and sympathizes with the challenges educators face, while tirelessly engaging them in finding creative ways to meet the real needs of their students; who will create or oversee the creation of a continuous flow of top-quality educational resources to foster social and emotional learning, culturally responsive education, and racial equity.
- Demonstrated success as a steward of responsible growth in scaling an organization – modeling both the belief that anything is possible and the ability to get it done.
- Have demonstrated strategic ability to leverage digital channels to advance an organization's goals.
- Ability and interest in representing the organization in public settings and with diverse groups, including public speaking.
- Ability to build contract service business and to cultivate and seize new opportunities for revenue generation; a gifted and talented fundraiser who enjoys the opportunity to secure resources and rises to the occasion.
- Bilingual in Spanish preferred.

PERSONAL CHARACTERISTICS

- Passion for helping all young people, regardless of their demographic group, to thrive socially, emotionally, and academically, and to realize their strengths as community leaders who can build a world where every youth feels safe seen, celebrated, and emotionally connected.
- Be a leader who listens with understanding and treats everyone with respect; who is available and approachable; who is inclusive and a consensus builder; who is, however, willing and able to make tough decisions when necessary.
- Inspire trust through integrity, competence, and follow-through.
- Laugh, have fun, and enjoy collaborating with others to develop creative ideas and approaches.
- Loves to work as part of a vibrant team and is an expert at admitting when they are wrong.

Salary range: \$85,000.00-\$100,000.00 plus health benefits

Please submit your resume and cover letter to both Dr. Jennifer Freed and Roxana Petty, AHA! Associate Director.