

Executive Director – Job Description

Position Summary

The Executive Director is responsible for the overall leadership, management and operations of the SVdP Sacramento Diocesan Council, including its thrift store and grant-funded programs. The Executive Director reports directly to the President of the Council and the Board of Directors and ensures the organization's mission is fulfilled through effective programs, strategic planning, fundraising, and community engagement.

Key Responsibilities

- Provide visionary leadership and strategic direction in alignment with the SVdP organization's mission and goals.
 - Oversee and review financial reporting, audits and compliance with all applicable local, state, and federal laws and regulations.
 - Develop and manage the annual budget; ensure accurate financial reporting, audits, and compliance.
 - Oversee the day-to-day operations of the thrift store, and grant programs (Exodus Project, Disaster Relief and Transitions to Permanent Housing Solutions-TPHS), ensuring profitability, efficiency, and mission alignment.
 - Recruit, train, supervise senior staff and program managers; foster a positive, inclusive, and collaborative work environment.
 - Lead fundraising initiatives, including annual campaigns, major gifts, grants, corporate partnerships and special events.
 - Collaborate closely with the Board of Directors, support board development, planning, and governance.
 - Serve as a spokesperson, if requested by the organization, to be a representative for public, media and board members.
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Main Job Tasks and Responsibilities

Job description duties of the ED are broken down in the approximate percentages.

Financial Management 35%

Personnel and Facilities Management and Training 25%

Public Relations / Fund Development 25%

Liaison to the Board of Directors 10%

St. Vincent de Paul National/ Regional Interaction 5%

Qualifications

- Bachelor's degree or equivalent experience in Nonprofit Management, Business, Retail or related field is required.
 - Master's degree is preferred in Nonprofit Management, Business, Retail or related field.
 - Strong financial management skills, including budgeting and financial reporting.
 - Proficiency with nonprofit and retail management software is a plus, particularly QuickBooks, Microsoft Office Suite (Outlook, Excel, Word) and Desktop.
 - Minimum of 3 years required, 5 years preferred in a senior nonprofit leadership position.
 - Experience in retail operations, preferably in a thrift store or retail setting.
 - Proven success in leading or directing fundraising, grant writing, and donor relations.
 - Excellent communication, organizational, and interpersonal skills.
 - Demonstrated ability to work with and support a Board of Directors.
 - Commitment to ethical leadership and the mission of the organization.
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Working Conditions

- This is a full-time, exempt salaried position. This position requires on-site and in person management. Some evening and weekend work may be required. The role involves a mix of office, retail, and community environments.
- No relocation assistance

Compensation

- Salary: \$85,000 - \$100,000 Exempt Salary Position
- Medical Benefits
- Vacation, Sick and Holiday Pay

Please send a resume and cover letter to stephanie@svpd-sacramento.org and sonja@sudp-sacramento.org.