INTEGRITY. RESPONSIBILITY. RESPECT. RESILIENCY. HOPE.

Northern Valley Catholic Social Service (NVCSS) is seeking a charismatic and personable Executive Director to ensure the organization is helping children and families reach their fullest potential through a variety of social services, such as counseling, housing, and disaster response. This individual will be highly invested in the organization’s vision to be a change agent that enhances people’s quality of life through integrated services. The Executive Director will oversee a team of 200 employees (with six direct reports), 14 housing complexes, and an operating budget of $15 million. Candidates who have a background working with a nonprofit Board of Directors are highly desirable, as are those who can tap into a Board’s expertise to make meaningful contributions. The next Executive Director does not need to be Catholic but is willing to champion NVCSS’ Guiding Principles. NVCSS needs a leader who is proactive, interpersonal, and creative. The ideal candidate for this role is an effective planner, project manager, and mentor whose passion is infectious and drive is admirable. If you want to lead an organization that values integrity, responsibility, respect, resiliency, and hope and have the skills to be an innovative and thoughtful leader, apply today!
The Community

VCSS SERVES CLIENTS throughout Butte, Glenn, Shasta, Siskiyou, Tehama, and Trinity Counties, with its headquarters situated in Redding, California. With a population of about 94,000, Redding is located at the base of the Cascades and is surrounded by stunning mountain ranges, the Sacramento River, and two national parks, which provides ample opportunity for outdoor activities and recreation. Redding boasts over 300 days of sunshine a year and is known as the “trails capital” of California because it has over 225 miles of pedestrian, bike, and equestrian trails. Redding provides a comparatively affordable housing market, short commutes, and a mix of amazing restaurants, shops, live music, performing arts, and family-friendly events! Redding is an ideal place to live, work, and play—a place where you can have a great career and enjoy a safe and an exceptional location to retire or raise a family.

>>>>>> VISIT REDDING <<<<<<
The Organization

FOR THE PAST 35 YEARS, Northern Valley Catholic Social Service (NVCSS) has provided quality therapeutic, recovery, advocacy, and case management services to a variety of consumers throughout Butte, Glenn, Shasta, Siskiyou, Tehama, and Trinity Counties. NVCSS holds a multitude of contracts and has implemented many programs from the ground up. NVCSS works with various funding sources operating under contracts from state, federal, county, and local entities. Through these resources, and with the help of private donors, NVCSS has made significant accomplishments in service delivery through the initiation of programs and projects in housing, mental health, teen services, family support, community education, and wildfire recovery.

The ability to manage many programs providing a diverse range of services is assisted by the organization’s infrastructure. NVCSS is governed by a strong and active Board of Directors made up of committed community members. This Board of Directors provides oversight and guidance to ensure the core mission and principles are in alignment and the agency is providing quality services throughout the community. An Executive Director is the chief administrative officer.

OUR GUIDING PRINCIPLES

Programs and Services that NCVSS provides include:

ADVOCACY. Court Appointed Special Advocates (CASA), Clothes that Work!, Disaster Services, Immigration Legal Services, and the Promotores Program

HEALTHY HABITS. CalFresh Health Living

HOUSING. Special Needs Housing in Trinity, Butte, Shasta, and Tehama Counties and Participants’ Actions to Housing (PATH)

MENTAL HEALTH SERVICES & WELLNESS. Counseling Services, Iversen Wellness & Recovery Center, Juvenile Hall Groups, Northern Valley Talk Line, School-Based Counseling, Six Stones Wellness Center, and the STANS Wellness & Recovery Center

RAISING THE NEXT GENERATION. Butte Baby Steps, CalWorks, Corning Programs & Services, Facilitating All Resources Effectively (FARE), Healthy Families Shasta County, and TAPP Teen Services
The Position

The Executive Director will oversee the operations of NVCSS, including a budget of $15 million, 200 employees, six direct reports, and a wide range of social services, including counseling, housing, and disaster response. The Executive Director will report to and utilize the expertise of an engaged and skilled Board of Directors and reach the organization’s vision to be recognized as a catalyst for change, by providing integrated services that assist clients in improving their own lives. They will represent NVCSS with government officials and community-based agency leaders with whom NVCSS contracts and collaborates. They will work closely with the Diocese of Sacramento Catholic Charities in programmatic initiatives and some administrative functions. This leader will be readily available and responsive to key stakeholders and clients and serve as a respected representative for the organization in community settings.

The Executive Director will continue to develop partnerships focused on a common purpose of supporting clients and their families. The Executive Director will work with their leadership team to ensure strong relationships with referral agencies remain intact. Collaborative partnerships result in increased service delivery fostering a supportive environment and contributing to improved outcomes for an individual’s wellness and recovery.

The Ideal Candidate

The Ideal Candidate will have the perfect blend of the soft skills needed to supervise a social service agency and workforce with sound financial and administrative skills and foresight, abundant initiative and creativity, boldness to try new things, and charisma to bring people along. They will have the ability to adapt to changing conditions while maintaining the vision and confidence to get ahead. The successful candidate will be an effective communicator, relationship builder, and organizer. They will follow the Catholic tenants and have a passion for helping those in need. The next Executive Director will have the forethought to come up with proactive solutions and develop better systems for their team through innovative problem solving. This role requires a change agent who is eager to implement new ideas and who can adapt to a changing world, especially as a result of COVID-19 and California wildfires.

Additionally, the ideal candidate will:

- Be highly influential and inspiring
- Get to know staff and develop strong professional relationships
- Use their team’s knowledge as a resource
- Be reliable and dependable
- Be customer-service oriented
- Exhibit a professional yet approachable demeanor
- Participate in community activities and civic groups
- Demonstrate effective presentation skills
- Understand financial documents and be adept at budget development and implementation
MINIMUM QUALIFICATIONS

- Bachelor’s degree in Business Administration, Public Administration, Non-Profit Management, Social Work, or a related field

DESIRED

- Master’s degree
- Five years progressively responsible experience with administration and management in an agency with a diverse annual operating budget of $5 million or more

UPCOMING PROJECTS, CHALLENGES, & OPPORTUNITIES

- Intentional work to strengthen the Agency’s culture post-COVID
- Navigating the changing scenery of government contracts and FEMA funding
- Developing a strong organization-wide strategic plan for NVCSS
- Work with NVCSS departments to modernize processes, such as implementing a new software platform for finance and human resources systems
- Building the next generation of leaders in the organization
HOW TO APPLY

For first consideration, apply by **OCTOBER 21** at:

See more benefits information here:

SECURE THE DATES. Interviews will be held virtually on **OCTOBER 28** and in-person on **NOVEMBER 10**. Candidates invited to interview will need to be available for both days.

Please contact your Board V.P. Kim Niemer or Human Resources Director Jennifer Cummings with any questions:

530.604.2288 | 530.247.3328
kpiemer@gmail.com

**SALARY & BENEFITS**

Annual Salary: **$170,000 DOE/DOQ** and an attractive benefits package that includes:

- **MEDICAL** (Blue Shield), **DENTAL** (Delta), **VISION** (VSP), and **LIFE COVERAGE** (Sun Life Financial)
- **RETIREMENT.** Pension after 3 years and voluntary 403(b)
- **14 PAID HOLIDAYS**
- **VACATION.** 10 days of vacation
- **ADMINISTRATIVE LEAVE.** 10 days per year
- **SICK LEAVE.** 12 days
- **CELL PHONE REIMBURSEMENT.** $75 per month
- **REIMBURSEMENT FOR ROTARY AND PROFESSIONAL GROUPS**

**See more benefits information here:**

- **DISTRIBUTION OPTIONS**
- **EMPLOYEE BENEFITS**

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**NVCSS**

Northern Valley Catholic Social Service
INSPIRING HOPE & TRANSFORMING LIVES