



424 Jefferson Street, Oakland, CA 94607 | 510-251-2070 | 866-585-7819 (f) | www.missey.org

Since 2007, MISSEY (Motivating, Inspiring, Supporting, and Serving Sexually Exploited Youth) has devoted its energy to the heartbreaking epidemic of human trafficking by supporting and advocating for youth who have been commercially sexually exploited. MISSEY is a survivor-informed organization that is providing services to, and creating systemic change with survivors of commercial sexual exploitation in the Bay Area.

With growing attention and urgency throughout the US to confront human trafficking, MISSEY is a nationally recognized leader in the field. Created to respond to the needs of commercially sexually exploited children (CSEC), MISSEY provides CSEC-specific services through intensive life coaching, focused advocacy, a daily drop-in center, and professional and community trainings. With deep connections, broad support throughout the community and a committed staff in place, MISSEY is in a strong position to continue to impact the lives of commercially sexually exploited youth. **To continue this impactful work, MISSEY is looking for our next Executive Director.**

Primary Responsibilities:

Staff Leadership

- Support a cohesive, collaborative and effective staff team, and ensure human resources and management practices support a high performing, client-services focused culture.
- Co-Create annual work plans and measurement tools with and for staff members.
- Cultivate an inclusive, fair, enthusiastic and collaborative work environment.



Organizational Strategic Planning

- Oversee continuous program evaluations and work with the Program Director and direct service staff to develop program enhancements when necessary.
- Lead the development, implementation, and oversight of strategic operating plan including yearly fundraising.
- Ensure that MISSEY has effective communications and marketing strategies and materials, and that the agency's brand identity is strengthened and maintained.

Relationship Manager

- Build partnerships to help realize the organization's mission and goals, including relationships with other community based organizations, businesses, government agencies, foundations, and individuals.
- Serve as an effective spokesperson and advocate for the agency to a wide variety of audiences, and represent MISSEY's program and beliefs to funders, partners, donors and the general public.

Revenue Driver

- Oversee creation and implementation of development and marketing strategies to strengthen community perception and support.
- Work closely with the Board, development consultants, and grants and development staff to grow and maintain contributed revenue.
- Maintain current and secure future government contracts to ensure continuity of services. Ensure unrestricted revenue to carry on operations.
- Cultivate and build relationships with a wide range of funders, including, but not limited to, foundations, corporate and individual donors, and



governmental agencies to sustain and secure resources for the annual operating budget.

- Communicate effectively, and with accountability, to Board, volunteers, funding sources, and the general community.

Programmatic Impact

- Assume overall accountability for programmatic success, including ensuring outcomes are set, measured, met, or exceeded.
- Oversee continual assessment of program relevancy and sustainability, and stay well informed on trends in youth development and services for vulnerable youth and CSEC.

Financial and Administrative Management

- Ensure that MISSEY operates in a financially sustainable manner, and that it maintains systems and practices that support effective financial management from the executive office to the program management level.
- Work closely with the Board of Directors and its committees to ensure strong and appropriate fiduciary oversight, governance, and engagement.
- Develop, manage, and monitor financial models and budgets.

Board and Volunteer Development

- Work in partnership with Board of Directors on appropriate issues including organizational policies, strategic direction, fundraising, and community relations.
- Develop and leverage Board skills and capabilities.
- Prepare regular financial and organization reports for the Board.



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Desired Experience and Skills / Key Qualifications:

- A minimum of three years proven organizational leadership and management of a growing organization.
- Bachelor's degree (advanced degree in human services, leadership, or administration preferred).
- Experience with nonprofit fundraising approaches, annual campaigns and major donor campaigns. Proven success in building and maintaining funder relationships and attracting adequate resources.
- Experience in staff management, performance reviews and goal setting, and an ability to foster collaboration and inspire teamwork.
- Strong fiscal/budgetary experience, including grants oversight.
- Integrity, honesty, strong emotional intelligence and commitment to professional excellence.
- Excellent communications skills, both written and oral.
- Ability to partner with and leverage nonprofit Board members diverse effectively.
- Advocacy experience and passion for human rights and social justice
- Understanding of the commercial sexual exploitation and the social inequities that contribute to this issue.
- Survivor applicants strongly encouraged.



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To apply: Please submit a cover letter and resume that outlines how your skills and experiences meet the qualifications of the position to Holly@missey.org

In the subject line of your email, please include your name, the job title for this position, and the company name (“Your name, Executive Director - MISSEY”).

Compensation is commensurate with experience.

MISSEY is an equal opportunity employer and is committed to recruiting candidates from diverse backgrounds.
