

**Position Announcement
Chief Executive Officer
Youth On Their Own (YOTO)**



Youth On Their Own (YOTO) is accepting applications for the position of Chief Executive Officer (CEO). For confidential consideration, please send a cover letter, resume and three references to: ceosearch@yoto.org. Applications received by April 19, 2019 will be given priority consideration.

The Opportunity: To lead a growing organization with a compelling mission, an impeccable reputation, and remarkably committed staff, volunteers and donors.

Our Mission: To support the high school graduation and continued success of homeless youth by providing financial assistance, basic human needs and guidance.

We envision young people on their own as empowered, positive and productive citizens of our community.

Our Values

As a youth-serving, youth-centered organization, we believe...

- ★ YOTO is a safe place for youth to ask for help. No youth should be abandoned and every youth deserves the compassion and support of their community. The simple act of being caring about is transformational for youth.
- ★ Every homeless teen has potential and deserves to graduate from high school. Youth deserve to know that a bright future is their right, but that it requires effort to attain.
- ★ YOTO provides guidance during the most challenging time in a young person's life, helping youth learn accountability, responsibility and self-sufficiency. Guidance and belief in the student is just as important as the stipend and material support.
- ★ Today's youth are tomorrow's future. Our investment in youth today leads to a positive impact on the future of our entire community.

As a nonprofit organization providing social benefit in our community, we believe in...

- ★ Building and maintaining trust and transparency with our donors and honoring the intent of their gifts.
- ★ Being good stewards of money and maintaining a sustainable organization
- ★ Communicating the impact of our donors' gifts.
- ★ Taking care of our staff and volunteers who are serving our students.
- ★ Nurturing collaborative relationships with schools and other nonprofits in our community, without whom we could not do this work.

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POSITION DESCRIPTION: CEO

REPORTS TO: Board of Directors

WORKS WITH: Board of Directors, Committees, all YOTO managers and staff, donors and community organizations, volunteers and students. (All YOTO stakeholders)

POSITION SUMMARY:

The CEO provides strategic vision and leadership in support of YOTO's mission, goals and strategic plan. Founded in 1986, YOTO has grown to a budget of over \$3.4 million and 18 staff members supporting more than 1,900 youth this year.

ESSENTIAL FUNCTIONS:

- **Collaborative Leadership:** Works in partnership with the board of directors and staff. Maintains a healthy, vibrant organizational culture built on trust, accountability, clear and direct communication, and attention to results.
- **Management and Staffing:** Leads the executive team (Director of Development, Director of Programs, Director of Finances/Operations) in establishing healthy organizational culture, best practices in all areas of organizational operations, execution of the strategic plan, and thoughtful decision making for YOTO. Maintains a high-performing staff team by identifying, recruiting, training, regularly evaluating, and retaining highly talented employees.
- **Strategic Vision and Planning:** Leads the development and implementation of the strategic plan to achieve YOTO's mission and vision. Maintains organizational focus on the stated goals.
- **Community and Public Relations:** Represents the organization and its mission, programs and services to all stakeholders. Participates and serves on relevant community committees. Acts as an active advocate for homeless youth.
- **Collaboration:** Works to identify, build and capitalize on collaboration and partnership opportunities for advancement of the YOTO mission.
- **Fund Development:** Works with the Director of Development to ensure a robust fund development plan and program. Actively participates in identifying, cultivating, soliciting and stewarding donors and potential donors.
- **Program Integrity:** Works with the Director of Programs to ensure high quality programs that meet the needs of homeless youth in Pima County. Stays abreast of trends in the field and ensures maximum innovation and impact for our students.
- **Financial Management:** Works with the Director of Finance/Operations and Board Finance Committee to ensure YOTO is a financially viable, sustainable organization with the resources to meet current and projected growth. Recommends annual budget for Board approval. Ensures organizational adherence to all generally accepted accounting practices and ethical standards in the nonprofit sector.

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- **Partnership with the Board of Directors:** Works with the Board to develop the strategic plan, budget and metrics of success and reports regularly on their progress. Prepares the Board for key decisions by informing them regularly regarding best practices, trends in the field, community needs, relevant staffing, budget and funding, and program successes and priorities.

Required Qualifications

- Demonstrated commitment to community outreach and public education. Passion for the mission of education and high school graduation.
- Bachelor's degree or equivalent experience.
- Minimum 5 years of work experience managing an organization.
- Experience as a leader and direct supervisor of five or more employees.
- Experience planning and managing an annual budget of \$500,000 per year or more.
- Ability to lead and manage with integrity and respect.
- Record of building strong collaborative relationships with staff, peers, donors, and clients.
- Experience with long term (strategic) planning and near-term planning and execution of projects to measure and meet organizational goals.
- Excellent communication and writing skills.

Desired Qualifications

- Bachelor's degree in education, public health, administration, business, or other discipline directly pertinent to the mission of Youth on Their Own.
- Advanced degree in education, nonprofit or business administration, or public health.
- More than 5 years of work experience in a non-profit enterprise with focus on social service and youth advocacy.
- Experience as a CEO or leader of leaders highly desired.
- Proven track record in fund raising. CFRE preferred.
- Connections and networks in the Tucson and southern Arizona community.

Salary Range: \$110,000 - 120,000, depending on experience. Generous benefit package including 403b with employer match.

YOTO is an equal opportunity employer.

PRE-EMPLOYMENT SCREENINGS

Youth On Their Own conducts pre-employment screenings for all positions, which includes a criminal background check, verification of academic credentials, licenses, certifications, and work history. In addition, a check of names and identification documents is conducted on all new employees to ensure they are legally authorized to work in the United States.