

President/CEO

Lutheran Social Services of Southern California

ABOUT LUTHERAN SOCIAL SERVICES OF SOUTHERN CALIFORNIA (LSS)

Lutheran Social Services of Southern California (LSS) is a faith-based organization committed to providing a variety of social services throughout southern California to families, seniors, veterans, children, and the developmentally disabled. The mission of LSS is to celebrate the love of Christ for all people through acts of service.

POSITION OVERVIEW

LSS seeks a highly motivated professional to lead the overall operations of this social service non-profit as well as manage a team of exceptional directors. The ideal candidate must have solid non-profit management experience including contract management and a demonstrated commitment to the mission of the Agency. This position reports to the Board of Directors.

PRIMARY RESPONSIBILITIES

OPERATIONS

- Determines agency business objectives, develops organization policies, and establishes responsibilities and procedures for attaining strategic planning objectives subject to approval by the Board of Directors.
- Establishes current and long-range goals, objectives, and policies with input from management staff, subject to approval by the Board of Directors.
- Reviews operating results of the organization, compares them to established objectives, and takes steps to ensure that appropriate measures are taken to correct unsatisfactory results.
- Attend Synod and District meetings, Synod and District council meetings and conferences as previously approved by the Board of Directors providing follow-up reports.

STAFF DEVELOPMENT

- Plans, coordinates, and controls the daily operations of the Agency through the direct management of all Coordinating Council members.
- Provides coaching and strategic guidance to Coordinating Council members.
- Administers personnel actions in the hiring and retention of qualified personnel.
- Evaluates performance of Coordinating Council members and ensures proper compliance with established policy, budget, and timely goal attainment.

FISCAL MANAGEMENT

- Oversees and is responsible for the adequacy and soundness of the organization's financial structure working in conjunction with the Finance Committee and Controller.
- Reviews and confirms that financial statements reflect progress and status in attaining fiscal objectives.
- Works in conjunction with the Coordinating Council to establish and monitor agency budget and allocate funds, control costs, and maintain operations at a level consistent with agency guidelines.

FUND RAISING

- Responsible for the development and implementation of the agency fund raising plan.
- Secures at least one (1) new source of agency funding annually.

PUBLIC RELATIONS

- Responsible for the development and implementation of a public relations program including but not limited to a periodic agency newsletter and updated website.
- Represents the Agency with outside organizations, government agencies, and other LSS agencies.
- Represents the Agency to Bishops and District President, Social Ministry Organizations, clergy, constituents and congregations.

QUALIFICATIONS

- Master's degree (MA) or equivalent; minimum of five-ten years of non-profit executive or management level experience, or equivalent combination of education and experience.
- Demonstrated work experience with social service contracts
- Proficiency in financial management and budgeting.
- Excellent verbal, written, and presentation skills with demonstrated ability to successfully lead a high performance team.
- Successful track record in developing and implementing fundraising efforts
- Member or prospective member of the Lutheran faith

BENEFITS

- Full-time position
- Position location – Orange, CA
- Competitive Salary (DOE)
- Comprehensive benefits including medical, dental, vision, life, disability, retirement
- Generous time-off benefits including vacation, sick, and holiday.

TO APPLY

Please send resume to recruiting@exaltresources.com , or fax 562-683-2161