



Sunday Friends
The Working Alternative to Charity
San Jose, California

A unique and award-winning model of service delivery serving low income families in the San Jose area is seeking an equally unique Executive Director to lead a team of passionate staff and partner with the Board of Directors. This is no ordinary Executive Director role. If you are ready for a challenge while working in a nonprofit full of love and compassion, read on and consider applying.

About Sunday Friends

Since 1997, Sunday Friends (www.sundayfriends.org) has offered day-long programs on Sundays that bring together very low-income families to work together, learn together, earn together, and share in the healthy, warm, productive, mutually-supportive community. What began as a small community service project has evolved into a highly-regarded program with a \$1.4M annual budget, 7 FTE staff and a base of thousands of volunteers with over 200 volunteers serving on Sundays.

Located at three schools in East San Jose, the Sunday Friends model offers a unique approach to the typical nonprofit, as parents and children engage *together* in hands-on learning and giving activities. Parents attend classes and consultations on financial literacy, parenting effectiveness, English literacy, health, nutrition, violence prevention, and more. For their participation, family members earn “tickets”, the currency of Sunday Friends, redeemable for essential goods from the Sunday Friends “stores” called the “Treasure Chests”.

Through the efforts of hundreds of volunteers, Sunday Friends’ programs empower families to break the generational cycle of poverty by fostering positive development in children while educating and guiding parents to support their children’s life success. Nine years of professionally measured results attest to the effectiveness.

Long term Vision Statement

Sunday Friends envisions thousands of families developing life skills, parenting effectiveness, work habits and community connectedness that lead to healthy, productive and self-sufficient futures, especially for their children.

Mission Statement

Sunday Friends empowers families to break the generational cycle of poverty by fostering positive development in children while educating and guiding parents to support their children’s life success.

Unique Model

Children and parents work together to learn, earn and serve the community.



Strategic Priorities

- 1) Continue to review and strengthen the effectiveness, collaborations and measured results of the Sunday Friends Programs with an eye to infrastructure support.
- 2) Meet goals of \$916,000 in fund development and \$805,000 in kind while developing additional streams of long term funding and partnerships for the organization. (2018)
- 3) Deepen community awareness of Sunday Friends mission and unique solution.
- 4) Explore all avenues for developing, funding, partnerships and leadership for the next expansion.
- 5) Support the transition of founder tasks/responsibilities to the new Executive Director.

Overview of the Executive Director role

The **Executive Director** is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

Key Areas of Responsibilities

Leadership & Management

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Cultivate and expand key relationships with donors, grantors, families, partners, schools, and government agencies. Give presentations and speak about Sunday Friends, as needed.
- Actively engage and energize the Sunday Friends volunteers, board members, event committees, partnering organizations, and funders.
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction for both ongoing local operations as well as future expansions of the program.
- Lead, coach, develop, and retain Sunday Friends staff.
- Oversee the logistical and equipment support for the Sunday Friends program, stores (Treasure Chests), and in-kind donation management as well as the operations of the Treasure Chests. Oversee the processes for community collection drives, in-kind donations, and special merchandising partnerships.
- Ensure effective systems to track scaling progress, and regularly evaluate program components, to measure successes that can be effectively communicated to the board, funders, and other constituents.



- Partner with the HR members of the Board of Directors and a contract employment agency to implement Human Resources functions, including hiring, performance reviews, etc. Ensure a positive, supportive, collaborative work environment. Empower employees and staff.

Fundraising & Communications:

- Expand local revenue generating and fundraising activities to support existing program operations and regional expansion.
- Oversee and manage grant writing, major donor cultivation and fundraising events.
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- Oversee and influence community communications, including: direct mail letters, business letters to top donors, eblasts, website updates, social media postings, volunteer coordinating communications, and staff communications.
- Use external presence and relationships to garner new opportunities.

Program Management:

- Provide supervision, support, and guidance for the continuing program operations including program management, volunteer coordination, curriculum coordination, and operations. Note: Sunday Friends program delivery happens on Sundays and the Executive Director is expected to be on site at least once a month and possibly more for special donor cultivation.
- Ensure adherence of the organization's daily activities and long-term plans to established policies and legal guidelines and to Sunday Friends' values and culture.

Finance/Technology:

- Ensure that Sunday Friends' bookkeeping/accounting is maintained impeccably, working with the Treasurer, contract accountant, and staff, as needed. Ensure sound financial management and support for the annual audit.
- Empower the technical staff and contractor(s) to ensure technical development and support, including website management, maintenance of the customized banking/registration/volunteer coordination software system, data security, and tech support for staff.



Required Qualifications and Experience

- Proven experience as Executive Director or in an equivalent managerial position for at least 3-5 years.
- Significant experience as a paid or volunteer leader at a not-for-profit organization serving low income families, ideally in the Santa Clara Valley area.
- A passion for the mission and work of Sunday Friends.
- Extensive experience in leading the process of ongoing strategic planning.
- Successful resource development, fundraising, networking, philanthropy, and marketing experience. Special emphasis in individual donor campaigns.
- Excellent communication (oral and written) and extensive experience in public speaking/public relations.
- A solid knowledge of accounting, budgeting, financial management, and key performance measures.
- Outstanding organization and leadership abilities. In-depth knowledge of governance principles and managerial best practices.
- Bachelor's degree (or higher).

Desired Qualifications

- Spanish language skills.
- Knowledgeable about child development and parenting.

Salary and benefits competitive and commensurate with experience. Salary range is negotiable and focused at \$110K-\$130K range. Sunday Friends is an equal opportunity employer. People of color, immigrants, women, LGBTQ persons, and persons with disabilities are encouraged to seek employment.

To apply, please send resume, **salary expectations** in your cover letter to Amari Romero-Thomas, Principal Consultant at Mosaic Consulting and Coaching using this email – sundayfriendsedsearch@gmail.com. Priority consideration will be given to documents received by January 25, 2018.