



Sacramento, California
Executive Director Position Announcement

The **Kiwanis Family House** (KFH) has been operating in Sacramento, California for 36 years. Its mission is to provide temporary housing and support to families of seriously ill or injured children and adults being treated at the University of California Davis Medical Center or Shriners Hospital for Children.

The KFH opened in 1984 to answer an urgent need for temporary housing for the families of pediatric patients at the UCD Children's Hospital in Sacramento.

The inaugural KFH board of directors secured the approval of Kiwanis International to include the Kiwanis name in the nonprofit organization's legal title. Past International President Alan Penn characterized the KFH as one of the top five high impact projects in all of Kiwanis International. In 2002, delegates at the Cal-Nev-Ha District Convention passed the following: *"Therefore, be it resolved that all Lt. Governors urge their clubs to provide physical and financial support for maintenance and growth to the Kiwanis Family House."*

Today, more than 115 Kiwanis clubs in the states of California, Oregon, Nevada, Idaho, and New York are official sponsor clubs. In addition, the California-Nevada-Hawaii (Cal-Nev-Ha) District of Circle K International (our college and university students) has adopted KFH as a district-wide fundraising initiative.

Our 32-room facility is located at 2875 - 50th Street, Sacramento, CA 95817, within five minutes of both hospitals. In a typical year, we welcome between 1,500 and 2,000 guests from across the country and foreign lands. However, about 85% of our guests are residents of Northern and Central California.

KFH has always achieved its most valued outcomes as measured by impact on patients and families dealing with medical crisis. Families do not worry about where they will sleep, eat, or bathe. They do so in clean, safe, and comfortable private rooms and bathrooms.

The annual budget for the KFH is over \$575,000. Volunteers, a staff of 12, and an active volunteer Board of Directors provide a home environment where families and patients can focus their energies on caring and healing. The medical professionals at the hospitals confirm that this directly contributes to patients getting better.

The Executive Director (ED) will be ready to join the Board to lead KFH. The ED serves as chief executive, and is the key management leader of Kiwanis Family House. The ED is responsible for overseeing the administration, services, and the strategic plan of the organization. The position reports directly to the Board, which delegates responsibility for management and day-to-day operations to the ED. The Executive Director has the authority to carry out these responsibilities in accordance with direction and policies established by the Board, and works with staff and volunteers to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.

Leadership Skills/Attributes:

- Experience supervising and managing people; ability to delegate
- Collaboration with the Board, staff and volunteers
- Dedicated to diversity and inclusion, building teams
- Strategic thinking and business acumen
- Knowledge of basic accounting, with the ability to plan, monitor and evaluate budgets
- Responsible for fiscal management within the approved budget and ensures maximum resource utilization
- Responsible for and leads the organization's grant writing efforts
- Assists in fundraising and developing other resources necessary to support the KFH's mission, including focusing on increasing the number of sponsoring Kiwanis clubs, corporate donors, and individual donors
- Responsible for making presentations to sponsoring individuals and Kiwanis Clubs and other groups and organizations in order to build the organization's brand and broaden financial support

Education and Experience:

- Bachelor's degree or 3-5 years of commensurate experience + certifications
- 5 years of progressive executive experience with an organization of 5 or more employees
- Experience in nonprofit organizations (preferred but not required)
- Knowledge of public relations and marketing, fundraising for charitable causes, organizational planning, and human resource management

The Board of Directors has established a salary range. It is our goal that the successful candidate be able to start work no later than July 1, 2021.

Interested Applicants: Please submit by February 26, 2021 the following:

- A cover letter that explains how your interest and experience are aligned with the stated leadership skills and attributes
- A current resume
- Three references

KFH Search Committee
c/o Paul Zappettini
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Sacramento, CA 95817
Via email to: zappdealey@sbcglobal.net

Mailed and emailed submissions are welcome. Emailed submissions are encouraged. Please save all documents to one PDF file and name your file to match this protocol:

LastName_FirstName