

BSC Interim Executive Director Job Description

Position: Interim Executive Director

Reports to: Board of Directors

Supervises: Operations Manager, Cooperative Experience Manager, Finance & Accounting Manager, Development Director, Human Resources Manager, and Board & Executive Assistant

Compensation: \$9,200 - \$11,700 per month + comprehensive benefits. This is a salaried-exempt position.

Schedule & Working Conditions:

This position will split time working from home and in a private office, as necessary.

Candidates are expected to be able to work at the computer for extended periods of time, attend meetings that could be longer than three hours as needed, and work during evenings and weekends on an occasional basis.

Starts as soon as possible. Will be expected to work 45-50 hours per week.

This is an interim position with a 6-month contract period, subject to renewal by the Board of Directors; the total estimated duration will be about 6-12 months.

About the Berkeley Student Cooperative:

The Berkeley Student Cooperative is a 501(c)3 nonprofit housing cooperative. Founded in 1933, the BSC is the largest student housing cooperative in the United States.

Our mission is to provide a quality, low-cost, cooperative housing community to university students, thereby providing an educational opportunity for students who might not otherwise be able to afford a university education.

Our 1300 members live and work across seventeen houses and three apartment complexes around the UC Berkeley campus area. Members operate their units on a democratic basis and engage in cooperative labor in order to achieve an economy of scale and keep housing costs low.

The BSC is governed by a 29-member Board of Directors, 26 of whom are students. The BSC employs 28 full or part-time professional staff, and over 250 student workers across various capacities. The BSC has a \$12 million operating budget.

More information can be found at www.bsc.coop.

Scope of the Position:

The Interim E.D. will be responsible for maintaining the BSC's operational and financial integrity as the Board searches for a permanent Executive Director.

The Interim ED will manage the co-op's professional working forces and collaborate closely with the Board of Directors to evaluate, develop, and implement operational policies. The Interim ED will also collaborate with the Board of Directors to develop strategic plans. The Interim E.D. will also oversee external relations and fundraising.

Priority Responsibilities:

The Interim ED will focus on the following areas:

- COVID-19
 - Oversee the organization's COVID response planning and execution.
- Financial
 - Oversee fundraising and capital campaigns, grant-writing, and other forms of revenue generation.
 - Ensure sustainable budget oversight, development, and transparency.
 - Support the Board with long-term strategic organizational and financial planning.
- Lease Negotiations
 - Support the Board in negotiations with external entities, particularly real estate and financing negotiations.
- Leadership
 - Streamline workflows and make systemic changes necessary within Departments to ensure timely delivery of outcomes.
 - Support staff morale through the transition period.
 - Develop a leadership transition plan and provide a stable foundation for a permanent Executive Director.

Responsibilities:

- ***Human Resources:***
 - Oversee human resources functions, ensuring legal compliance
 - Support HR Manager in providing mission-centric training and support to staff
 - Play a leading role in maintaining a positive, healthy, accountable workplace and organizational culture.
 - Respond timely to employee and stakeholder concerns.
- ***Fundraising:***
 - Support the Development Director in cultivating donor relationships, capital campaigns and with meeting their fundraising goals.
 - Explore developing relationships with foundations in order to increase donations.

- ***Financial Management:***
 - Monitor financial performance; ensure financial compliance with grants, contracts, and auditing requirements.
 - Develop, implement, and revise financial strategies as necessary.
 - Provide periodic financial reports to the Board of Directors and other external stakeholders.
 - Develop an annual budget in close collaboration with members, the Board of Directors, and staff.
 - Ensure transparent budget to actual reporting and reporting other financial decisions.

- ***Planning and Evaluation:***
 - Lead evaluations of the BSC's services and business processes to identify potential improvements.
 - Support in the development of a Strategic Plan, considering ongoing priorities such as diversity, equity, and inclusion, crisis management, emergency preparedness, and financial restructuring.

- ***Community and Partner Relationships:***
 - Build awareness of the impact of the BSC's work and role in the community.
 - Sustain relationships with key nonprofit, community, business, and governmental partners to better serve the needs of BSC's mission.

- ***Board Support:***
 - In collaboration with the BSC President and Cabinet, the executive committee of the Board, facilitates effective Board and member engagement.

Skills & Experience:

Required:

- Excellent interpersonal and communication skills, including in high-stress and emergency situations.
- Five or more years of demonstrated personnel management experience.
- Three or more years of experience in budget and asset management and financial operations.
- Commitment to the vision of the BSC as expressed in the Mission Statement, [Articles of Incorporation](#), and its [Guiding Documents](#).
- Experience working in non-profit organizations, membership organizations, or housing cooperatives.
- Bachelor's degree or higher.

Strongly Preferred:

- Seasoned nonprofit manager with successful senior-level experience managing a complex organization.
- Comprehensive familiarity of nonprofit operations.
- Experience working with community and partner organizations, funders, and city and state governments.
- Experience with diversity, equity, and inclusion, anti-oppression, anti-capitalist, or anti-racist initiatives.
- Experience in an environment with democratic or cooperative decision-making.
- Experience working within or with Boards of Directors.
- Experience working with student leaders or in youth leadership development.

Desired attributes:

- Team builder experienced in staff coaching and performance management.
- Ability to delegate effectively to the management team and undertake a sustainable, strategic workload.
- Ability to identify and consistently engage in professional development / skill-building opportunities.

How to Apply:

First review applications due by 1/7/2021.

Email applications as one single attached document (PDF) to Chris Kelley (she/her), ckelley@bsc.coop, Human Resources Manager, with the subject title “BSC Interim Executive Director Application.”

Complete applications include:

- 1.** Letter of Interest (600 words max) clearly outlining the specific skills, knowledge, and experience you bring to the job and how those are a good fit with the responsibilities of the position.
- 2.** A complete resume (2 pages max) detailing relevant experience, work history, education, and accomplishments.
- 3.** At least 3 references, including your current or most recent supervisor, name, title, email, phone, city and state information, and your relationship to them.

For more information, please email questions to ckelley@bsc.coop (she/her)

THE BSC IS AN EQUAL OPPORTUNITY EMPLOYER