



The Intercommunity Counseling Center (ICC) seeks a half-time Executive Director to provide leadership in the areas of operations management, public relations, and fund development. ICC is a non-profit organization that provides counseling services to individuals and families living in Whittier, California, and its surrounding communities. Building on our core values of clients first, integrity and quality, clinical training, diversity of services, and accountability, our mission is “to provide professional counseling, sensitive to the needs of clients of diverse ethnic, cultural, and spiritual backgrounds in the Whittier community and surrounding areas.” ICC is located in its recently renovated and centralized office space near Whittier’s historic Uptown district. While ICC serves a broad and diverse set of clients, the core of our clientele can best be described as Whittier’s working poor – this year, we will give nearly \$2 of every \$3 charged back to the Whittier community in the form of sliding scales and fee assistance. ICC takes pride in its exceptional clinical training program for student therapists and our many collaborative efforts with area non-profit organizations and programs.

Job Responsibilities

Reporting to the board of directors, the Executive Director (ED) accomplishes the following job duties:

- Participate in the strategic planning efforts and initiatives of ICC.
- Manage the preparation of reports required or requested by the Board of Directors and/or funders.
- Attend and participate in Board of Directors meetings and Committee meetings as an ex-officio member of the Board.
- In conjunction with the Personnel Committee, ensure necessary staffing for the Clinical Training Director (CTD), administrative, and non-clinical employees.
- Interview prospective paid employees/consultants and make recommendations to the Personnel Committee on the employment of the prospective employees/consultants.
- Provide employee/consultant evaluations to the Personnel Committee.
- Participate in the development of the budget in conjunction with the Finance Committee of the Board.
- Manage daily expenditures and the agency’s financial status.
- Provide leadership for fundraising, business development, and other supportive activities for the benefit of ICC, including but not limited to grant writing to support operating and capital expenses.
- Manage regular staff meetings.
- Supervise the planning and delivery of workshops, consultations, and community relations events.
- Provide supervision and management for contract and community services (e.g., programs for students and the homeless).
- Interview and hire administrative non-paid volunteers and employees.
- Collaborate with the CTD as necessary to assist with the appropriate delivery of services (e.g., support the CTD’s work to hire, train, schedule, and evaluate professional and student therapists).
- Collaborate with the CTD in all program evaluation activities.
- Fulfill additional job duties as mutually agreed upon between the Board of Directors and the ED.

Qualifications

Individuals interested in applying for the Executive Director position must meet the following minimum qualifications:

- Master's degree in Psychology, Counseling, Business, or a related field; or bachelor's degree in one of these areas with extensive experience in non-profit management.
- Three to five years of related experience working in the non-profit sector, including experience in office management, employee supervision, and demonstrable success in fundraising/grant writing.
- Sensitivity to the unique mission of ICC and the history, purposes, and work of the counseling profession.
- Appreciation for the integration of the religious and/or spiritual values of clients into the counseling process.
- Personal and professional dispositions consistent with the mission of ICC including, but not limited to, a positive outlook, flexibility, creativity, and a sense of humor.
- Ability to work with a highly diverse clientele as well as with a diverse staff and Board of Directors.
- Ability to communicate orally and in writing with staff, clients, student and professional therapists, funders, and the general public.
- Strong critical thinking and decision-making skills.
- Excellent organization and time management skills; ability to work independently.
- Ability to formulate, interpret, and manage budgets.
- Proficiency in basic computing skills (e.g., Word, Excel, internet applications).

Compensation

The ED position is a half-time position requiring approximately 20 hours per week. ICC shall compensate the ED a salary of \$2,000 - \$2,300 per month, as is consistent with the candidate's experience and qualifications. ICC does not provide medical or retirement benefits as a part of the executive director's compensation. Independent contractual work or other employment should not conflict or interfere with the position of ED.

Application Procedures

Interested candidates should send a cover letter and résumé to James Sass, Personnel Committee Chair, Intercommunity Counseling Center, P.O. Box 9046, Whittier, CA 90608. Review of applications will begin October 20, 2010 and continue until the position is filled. ICC is an equal opportunity employer.