

**Chop's
DeMeo Teen Club, Inc.
509 Adams, Santa Rosa, CA 95401
(707) 284-2467**

JOB ANNOUNCEMENT

POSITION: Executive Director

REPORTS TO: Governing Board and President/CEO of Community Foundation
Sonoma County, Kay Marquet

BACKGROUND

Chop's Teen Club is a state-of-the-art, teen-designed environment that provides a safe, fun, and supportive place for Santa Rosa teens. Each teen 'member' is treated with respect, fairness, and encouragement to join in with others. Programs are led by trained and experienced youth development staff.

Chop's Teen Club is a community-supported organization that got its start from a gracious gift from Charles 'Chop' DeMeo. Chop saw teens as assets to the community, not as problems to be solved. His donation has helped create the facility and environment that teen members enjoy today, and now it is the Chop's staff, board and donors that carry on this vision by raising funds and creating relevant programming for youth today.

Chop's is unique, housing many program resources not found in other youth facilities. Opened in 2001, the 21,000 square foot teen recreation facility includes a gym, climbing wall, tech lounge, art studio, sound recording studio, café, nightclub, teaching kitchen, and multi-use spaces.

There are many ways that Chop's fits into members' lives:

- Drop-in use for socializing, homework, self-directed program use
- Participation in a specific program or activity such as a dance, art workshop, sport clinic, band practice, recording studio, etc.
- School programs that make full use of the facility
- Through programs or services provided by a partner group or agency.

BELIEFS

Chop's believes that it is important to provide its teen members with:

- A safe environment, created by and for them

- Caring relationships and a sense of community
- High expectations
- Opportunities to shape their future through skill development and exploration (such as in employment, higher education, art, music)

PRIMARY DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR:

The Executive Director is responsible for creating collaborative relationships in the community, leadership and operation of the club, and fundraising.

Community Relations:

- Serve as Chop's' ambassador to the community. Build awareness of the Chop's through focused outreach.
- Foster relationships with many constituencies, including city government, youth-serving organizations, neighborhood and business associations, parents/guardians of members, and current and prospective members.
- Create mutually beneficial relationships with schools, youth groups, and other organizations.

Leadership/Management:

- Develop a clear vision for the future of Chop's. With the Board, develop a strategic plan that reflects that vision.
- Set the tone for the organization by leading with energy and enthusiasm.
- Demonstrate and communicate a deep working knowledge of youth development, as well as an awareness of the environment affecting the organization.
- Build a collaborative environment that attracts, retains, and motivates a diverse staff of top quality staff and volunteers.
- Be responsible for recruitment and employment of all personnel, both paid staff and volunteers.
- Ensure that job descriptions are developed, regular performance evaluations are held, and sound human resource practices are in place.

Fundraising/Donor Relations:

- Demonstrate the ability to identify fundraising opportunities and capitalize on them using many techniques and sources.
- Represent Chop's mission to potential donors.
- Effectively lead the Board and staff toward meeting its fundraising goals.

Program Management and Marketing:

- Direct and oversee marketing of the club and programs to teens in the community.

- Ensure selection and operation of programs and services are consistent with the needs of the community and the strategic plan.
- Monitor and evaluate effectiveness of programs and marketing efforts. Make timely changes when appropriate.

Administration and Financial Management:

- Operate with a sound understanding of legal issues governing the organization. Maintain and enhance sound financial and administrative policies and practices.
- Work with the staff, Governing Board and the Community Foundation in preparing budgets. Ensure that organization operates within budget guidelines.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Facilitate the recruitment and training of board members.
- Support board meetings and communications.

Facilities Management:

- Maintain the cleanliness, safety and upkeep of Chop's facilities.
- Keep Chop's up to date and attractive to teens.

EXPERIENCE:

Demonstrated leadership and management of an organization; experience in fundraising and working with a board of directors; knowledge of youth development; passion and talent for working with youth.

PAY: Competitive and commensurate with experience.

To apply, please email a resume and cover letter to jobs@chopsonline.com. For questions or more information, call (707) 284-2467 x12.