



## Executive Director

### Our Story

---

Founded in 1974, Crossroads, Inc. is a community-based nonprofit organization serving formerly incarcerated women in Claremont, CA. Open to any woman with any felony conviction, Crossroads, Inc. has supported hundreds of women in successfully transitioning back into the larger community as independent, contributing members of society. We are successful because of the commitment and dedication of the women we serve and the intimate setting that our programs offer.

**Residential Program, Claremont, CA** – Through our six-month residential program, women learn skills to cope with everyday living through specific curricula, case management, and a supportive living environment. Two homes accommodate up to six women in each house. Licensed by the California Department of Healthcare Services, the six-month program provides services at no cost to the women. 90% of our residents complete the program, become economically self-sufficient and do not return to prison.

**Transitional Housing Program, Pomona, CA** – Our Transitional Housing Program accommodates formerly incarcerated women who have completed a residential program, are working, or are ready to work. Up to eight women are provided an additional six months of room and board at no cost. 75% of all money earned is put into their savings account. Residents are required to attend individual or group learning sessions focused on financial management and navigating life on their own.

### Leadership & Culture

---

Crossroads, Inc. is led by an engaged and supportive Board of Directors, involved with maintaining the history and mission of the organization while encouraging the Executive Director and staff to embark on a journey of innovative growth and development. The Executive Director will lead a talented team of 7 staff working collaboratively to support the success of the organization and the women we serve each year. This is a high-profile position within our community, perfectly positioned to exemplify and further develop the positive culture of our organization, promoting an environment where our team members are encouraged and supported to do their absolute best work.

### Benefits & Features

---

This is a special opportunity to develop and scale a well-established, highly respected organization with a successful track record of over 50 years. We are working on the front lines of critical social issues, delivering incredible impact for the women we serve. Our growth potential is truly inspiring!

- Salary – \$100-110K
- Medical, dental, and vision coverage
- Paid time off
- Paid holidays

## **Location**

---

This role will be onsite, with some flexibility for partial remote work. The office is located at 250 W 1<sup>st</sup> Street, #254, Claremont, CA 91711.

## **Position Summary**

---

Reporting to the Board of Directors, the Executive Director will assume overall responsibility for the success of Crossroads, Inc., with oversight of a \$900K budget. The Executive Director will use creative and innovative strategies to enhance Crossroads, Inc.'s programs and partnerships and diversify its revenue. As referenced above, this is a highly collaborative and tremendously visible role; they will build relationships with all our stakeholders, including, community partners, donors, volunteers, elected officials, prison officials, parole officers, and most importantly, the women we serve. This is a tremendous opportunity for an ambitious, compassionate, and innovative leader who wholeheartedly believes in second chances to build off the legacy of Sister Terry Dodge and take our organization to new heights.

## **Duties and Responsibilities**

---

### **Strategic and Collaborative Leadership**

- Partner with the Board of Directors to develop and implement a comprehensive and innovative strategic plan; foster open and effective communication with the Board and fully leverage each member's strengths and connections.
- Keep the Board of Directors informed on a timely basis of significant issues affecting the organization or its members/stakeholders and provide guidance and recommendations on process issues such as establishing and interpreting bylaws and policies, and decision-making and accountability.
- Support the Board of Directors with effective governance practices, including board development efforts, recruitment, onboarding, oversight, and continuous engagement.
- Build internal relationships at all levels, including a genuine understanding and appreciation for each team member's position and the women we serve; promote a collaborative work environment where all staff and women are engaged, informed, and empowered to participate.

### **Fundraising and Business Development**

- Create and execute a comprehensive philanthropy plan to include individual and major gifts, grants, corporate sponsors, events, and other partnerships.
- Ensure existing and potential new programs and events advance our mission, are financially sustainable, and adequately staffed.
- Set appropriate short and long-term revenue targets and take ownership for reaching them.
- Integrate development and marketing/communications strategies to maximize our brand exposure and fundraising opportunities.
- Develop and execute a comprehensive and strategic outreach plan to increase the visibility of Crossroads, Inc. to current and future stakeholders throughout California.
- Build loyal and long-term relationships with key donors, sponsors, program partners, elected officials, public agencies, and the women we serve to enhance and support Crossroads, Inc.'s programs and strategy, and to explore innovative opportunities for strengthening connections between the community and Crossroads, Inc.
- Raise Crossroad Inc.'s public profile by serving as its spokesperson and advocate and serving as a high-profile visionary and influential leader in the community.

- Collaborate with staff on volunteer recruitment and retention efforts.

### **Management**

- Partner with the Board Finance Committee to ensure fiscal discipline, financial integrity, and internal controls are maintained.
- Oversee Crossroads, Inc.'s finances, including its budget and payroll.
- Maintain official records and documents in accordance with federal, state, and local government requirements, as well as that of other grants and funding sources.
- Develop performance management and reporting systems to measure programmatic outcomes on both a quantitative and qualitative basis.
- Enhance and administer an effective performance management system for all employees that includes annual goal setting and periodic evaluations.
- Be visible across all Crossroads, Inc. programs and sites, making frequent visits to talk with staff and residents; be available to listen to residents as needed; and monitor program developments and quality standards.

### **Background Profile**

---

- Strongly believes in second chances.
- Demonstrated leadership and management experience within a small organization, including partnering with boards on strategic planning and working to ensure goals and milestones are met or exceeded.
- A successful track record in growing and diversifying funding sources such as individual giving, events, grants, contracts, and other partnerships.
- Superb people skills, exceptionally well-developed listening and communication skills including the ability to connect with and inspire a wide range of stakeholders.
- A solid fundamental understanding of fiscal management, and experience developing and managing budgets.
- Demonstrated success in scaling organizational growth and creating and implementing programs with a data-driven lens.
- Strong relationships development skills, and ability to authentically connect with individuals across all socio-economic, ethnic, cultural, and professional backgrounds.
- Demonstrated knowledge and understanding of the criminal justice system.

*Please note: Crossroad Inc. and related programs require a Live Scan background check and TB clearance. New hires are also required to hold a current Standard First Aid (SFA) and CPR certification (renewed annually and biannually) as well as a Motivational Interviewing course completion certificate.*

### **For more information or to apply, please contact:**

---

Sarah Thompson, Director, Blair Search Partners  
1855 First Avenue, Suite 300, San Diego, CA 92101  
sarah@blairsearchpartners.com