



## **JOB ANNOUNCEMENT**

### **Deputy Director**

### **Homeless Prenatal Program**

#### **ABOUT HOMELESS PRENATAL PROGRAM**

Homeless Prenatal Program (HPP) believes every family wants to deliver healthy babies and raise healthy children in a stable and nurturing home. Seizing the motivational opportunity created by pregnancy and parenthood, HPP partners with families to help them recognize their strengths and trust in their own capacity to transform their lives. At the heart of our program is non-judgmental, supportive case management provided by Case Managers, many of whom were once HPP clients themselves. As the first agency in San Francisco to hire and promote former clients as employees, HPP is unique in that the community it serves has – from the organization’s inception in 1989 – guided its growth and evolution. HPP serves over 3,000 clients per year through supportive, holistic programs including: Prenatal Classes and Support Group, Mental Health Services, Housing Assistance, Emergency Services and Case Management.

#### **THE OPPORTUNITY**

HPP is seeking a Deputy Director to provide oversight across all aspects of the organization, inclusive of strategic planning, financial management, business operations, and the high-quality delivery of programs and services. The Deputy Director will join a well-established organization with a collaborative and close-knit executive team, sound financial footing, and a dedicated 100+ member staff who cares deeply about relationships, social and racial equity, and the incredible families and children served by HPP every day.

Specifically, the Deputy Director will:

- In collaboration with the executive team, set and operationalize a strategic vision that furthers HPP’s mission, promotes growth, innovation and impact, and ensures long-term organizational sustainability.
- Lead efforts to strengthen infrastructure and build organizational capacity, including creating the and/or refining systems to drive collaboration, transparency, accountability, inclusive decision making, and operational excellence.
- Steward HPP’s evolving diversity, equity, and inclusion (DEI) journey, serving as an executive sponsor for the development and implementation of an action plan that infuses DEI into all aspects of the organization.
- Partner with the Finance Director in the development of annual budgets, ensuring that resources are being allocated equitably across the organization. Support the Finance Director in all aspects of financial management, including cash flow management, risk leadership, compliance, internal controls, and external reporting.
- Supervise and guide the work of a highly talented team of Director-level staff in programmatic and administrative roles. Serve as a thought partner and resource to ensure direct reports are empowered to lead their respective areas.
- In partnership with the Evaluations Director and Program Directors, support the development, execution, measurement, and evaluation of HPP’s diverse set of programs. Reinforce a data-friendly culture that is centered in outcome tracking and continuous quality improvement.

- Provide leadership for specific, time-bound initiatives e.g. transition from remote services during COVID to in-person operations.
- Represent the organization publicly in the community, including building relationships and advocating for HPP with city agencies.
- Above all, provide leadership that ensures that organizational culture and values are upheld and lived as the organization continues to evolve.

## WHO YOU ARE

- **You are a purpose-driven leader who is committed to HPP’s mission and values.** You are motivated and inspired to partner with families to break the cycle of childhood poverty. You thrive in a supportive environment that values collaboration, transparency, empathy, joy, and a commitment to social and racial equity. You are committed to delivering innovative programs that interrupt and end family homelessness.
- **You are a senior nonprofit leader with 12+ years of relevant work experience, of which 8+ years were in a leadership position.** You have served in a Deputy Director, Chief Operating Officer, Chief Program Officer, and/or a similar leadership role. Must bring a solid grasp of strategic planning, financial management, and budgeting. Experience in a direct service organization that serves homeless individuals, women, children and/or families is strongly desired.
- **You are a “big picture” thinker with the ability to translate strategic plans into work streams and tactics.** You approach challenges and opportunities through an analytical lens and take a hands-on approach to translating strategy into tangible activities. You are a critical thinker who leverages data and insights in planning, problem solving, and decision making.
- **You are an inspirational and empathetic people leader that fosters a sense of purpose and community.** You are successful in motivating, coordinating, and directing others towards a defined vision or goal. You connect easily with others and practice deep listening to understand others’ perspective and needs. You promote the growth and development of direct reports through empowering, advocating, and differentiating support.
- **You are a catalyst for DEI and anti-racist culture building. You are energized to join an organization that is on a DEI journey. You are committed to dismantling racism within yourself and your colleagues. You seek out ways to infuse DEI principles in organization practices, policies, and systems.**
- **You are a positive force for organizational growth and change.** You embrace and lead through change, modeling adaptability and a high level of awareness of how change impacts others. You bring the organizational and project management skills to drive large initiatives forward. You strive to create a team culture that fosters respect, inclusion, creative thinking, and collaboration.

## COMPENSATION AND BENEFITS

Salary is commensurate with experience in the range of \$145,000. HPP offers a comprehensive benefits package.

## HOW TO APPLY

If this opportunity calls out to you, please [click here](#) to submit 1) a tailored, authentic cover letter that explains why this mission excites you and why this particular role is a fit for you, and 2) your resume. Please address your cover letter to Laura Springer, Human Resources Director.