



Executive Director – Job Description

Position Summary

The Executive Director is responsible for the overall operational and financial management of the Society of St. Vincent de Paul (SVdP) Sacramento Diocesan Council. This includes its thrift store and grant-funded programs. The Executive Director reports directly to the President of the Council and the Board of Directors and ensures the organization's mission is fulfilled through effective programs, strategic planning, fundraising, and community engagement.

Key Responsibilities

- Oversee daily operations of the thrift store and grant-funded programs—including the Exodus Project, Disaster Relief, and Transition to Permanent Housing Solutions—to ensure sustainability and efficiency of the organization.
 - Manage financial reporting, audits, and compliance with applicable local, state, and federal laws and regulations.
 - Develop and manage an annual budget exceeding \$3 million.
 - Recruit, train, and supervise senior staff and program managers while fostering a positive, inclusive, and collaborative workplace for more than 70 employees.
 - Lead fundraising initiatives, including annual campaigns, major gifts, grants, corporate partnerships, and special events.
 - Partner closely with the Board of Directors to support board development, planning, and governance.
 - Provide visionary management and strategic direction aligned with SVdP's mission, values, and long-term goals.
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Main Job Tasks and Responsibilities

Job description duties are broken down in the following approximate percentages:

- Financial Management 35%
 - Personnel and Facilities Management and Training 25%
 - Fund Development / Public Relations 25%
 - Liaison to the Board of Directors 10%
 - Interaction with SVdP National and Regional Councils 5%
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Qualifications

- Bachelor's degree, or equivalent experience, in nonprofit management, retail, or a related field required.
- Master's degree in nonprofit management, retail, or a related field preferred.
- Strong financial management skills, including budgeting and financial reporting, with solid working knowledge of QuickBooks.
- Proficiency with Microsoft Office Suite, including Outlook, Excel, and Word, is required; experience with nonprofit and retail management software is a plus.
- Minimum of three years, preferably five, in a senior nonprofit leadership role.
- Experience in retail operations, preferably in a thrift store setting.
- Proven success leading fundraising, grant writing, and donor relations efforts.
- Excellent communication, organizational, and interpersonal skills.
- Demonstrated ability to work effectively with and support a Board of Directors.
- Commitment to ethical leadership and the organization's mission.
- Must possess a valid California driver's license.

Working Conditions

This is a full-time, exempt salaried position that requires on-site, in-person management at our thrift store location in Sacramento. Some evening and weekend work may be required. The role includes work in office, retail, and community settings.

Compensation

- Salary: \$120,000 annually.
- Benefits include medical insurance, vacation, sick leave, and holiday pay.
- Relocation assistance is not provided.

Please send resumes to hr@svdp-sacramento.org