

Executive Director
Insight Prison Project
San Rafael, CA

About Us:

The Insight Prison Project (IPP) is a community based non-profit organization founded in 1997 and located in San Rafael, CA. IPP envisions a vibrant and just society that inspires individual transformation beyond the walls of both personal and institutional incarceration. It is dedicated to reducing recidivism, preventing re-victimization and serving public safety. IPP creates and conducts effective rehabilitation programming inside the prison at San Quentin, CA, and supports the actual reinstatement of rehabilitation as the core operating principle within the California penal system.

Working in partnership with San Quentin State Prison, IPP conducts 19 weekly classes involving more than 250 prisoners. Classes focus on preparing prisoners to become responsible and productive members of the community when they leave prison.

The Insight approach of three IPP core programs uses the principles of Restorative Justice, Violence Prevention and Mind Body Integration and is designed to generate in participants a durable change of attitude and behavior. This transformational re-education process combines victim impact accountability, emotional competency and intelligence, rational restructuring, and embodied integration. These elements bring about a shift, transforming ingrained patterns of destructive behavior into conscious, life-enhancing choices.

According to a report released by the National Council on Crime & Delinquency (NCCD), prisoners who participated in IPP programs for more than 6 months approach problems in more rational and effective ways. This includes being less likely to: act impulsively, become angry, and attempt to control their relationships through violence.

IPP's annual budget is approximately \$600,000, with approximately 60% from foundation grants and the balance from individual donors and earned income.

The Opportunity

The Board of Directors is seeking an experienced Executive Director to lead the staff, forge new, and maintain current community relationships, develop and manage new and existing sources of income, and ensure the quality and effectiveness of IPP's programs.

The Executive Director articulates the vision and mission of the organization, serves as the public voice of the organization and chief liaison to contributors, community

organizations and government agencies. Working closely with the Board of Directors and senior management team, the Executive Director provides overall leadership and strategic direction and ensures maximum programmatic effectiveness and impact.

Primary Areas of Responsibility:

Vision, Strategy and Business Planning

- Engage the board, staff, volunteers, and other stakeholders in refining and implementing IPP's vision and strategy.
- Ensure consistency among the vision, mission, values, strategic plan, and day-to-day operations.
- Consistently analyze operations and evaluate programs to ensure alignment with the organization's strategy.
- Regularly lead the organization through long and short-term evaluation and planning cycles.

Program Development and Leadership

- Oversee thoughtful and comprehensive evaluation of all programs; strive for continuous program improvement and provide overall leadership for program planning, development and implementation, and program operations.
- In collaboration with the Leadership Team, develop a plan for expanding the reach and impact of programs as appropriate.
- Position the organization to be flexible in a changing environment and to respond opportunistically while staying focused on its long-term strategies.
- Support a highly competent and dynamic staff of 4 in overseeing their respective programs and responsibilities.
- Lead long-range strategic planning in partnership with the Board of Directors.

Fund Development and Marketing

- Act as Insight Prison Project's spokesperson, ambassador and advocate with a wide variety of constituents (legislators, policy makers, advocacy organizations, funders, general media, etc.).
- Oversee the development, and ensure consistency and efficacy of marketing, and distribution of effective communications and educational materials.
- Create fund development strategies, and design and implement an annual fundraising plan to increase income from donors over time.
- Provide advice, training, and guidance to staff and Board of Directors to support their fundraising efforts.
- Meet budgeted fundraising goals for grants, events, and individual donations.

Financial and Organizational Management

- Prepare an annual budget and ensures that the organization operates within budget guidelines and maintains sound financial practices.
- Ensure long-term organizational sustainability through diversified income streams, financial controls, and increased reserves, endowment development, and appropriate investment oversight.
- Work with all the Board committees to ensure a healthy organization.
- Analyze financial information and trends and provide recommendations for changes as necessary and appropriate.
- Regularly assess and refine the organization's structure and staffing to ensure maximum effectiveness and appropriate operational capacity.
- Support a culture that balances programmatic urgency with celebration of accomplishments and a long-term vision of success.
- Support appropriate delegation and prioritization to ensure maximum results within existing resources.
- Work closely and directly with the Board, Board President, and Committees to support ongoing Board evaluation, development, succession planning, and diversification.
- Ensure sufficient and appropriate risk assessment and risk management policies and practices.

Operations & Administration

- Provide oversight and guidance to operations staff and ensure efficiency and economy of all administrative functions.
- Develop and oversee implementation of earned income strategies and tactics, and ensure attainment of budgeted earned income goals.

About You

The ideal candidate will be a seasoned nonprofit manager with a deep passion and experience in the field of social justice, and a compelling interest in the Insight Prison Project mission. Along with a sense of humor, s/he will bring high emotional intelligence and a confident, compassionate, and charismatic demeanor. S/he will bring the ability and political savvy to work within the correctional system, as well as familiarity with the criminal justice system including institutional, parole and probation systems.

As the "face" of the organization, the ideal candidate will know how to tell IPP's story, and will look forward to growing the organization through building foundation and corporate strategic partnerships and a greater national presence.

Experience and Qualifications:

- Minimum BA, Masters preferred, in Public Health, Social Work, or related field and 5+ years of experience in a leadership management role in a health/social service organization or equivalent combination of education and experience.

- 5+ years of experience in a management role in a nonprofit organization with a budget of \$600,000 or more.
- The proven experience and ability to sustain and increase donated income from multiple sources over time.
- Experience working with, building, and developing the skills of a Board of Directors.
- Experience in managing, motivating and leading volunteers.
- Demonstrated success in leading a non-profit through a period of growth.
- Proven ability to write for diverse audiences in a variety of online and off-line media.
- The highest ethical standards.
- Skill and comfort using web-based technology for planning, management, and communications.

Preferred but not required:

- Prior experience as an Executive Director

Knowledge, Skills, and Abilities

- Ability to work as part of a multidisciplinary team with people from diverse ethnic, cultural, economic, and sexual orientation, and gender identification communities.
- Ability to pay attention to details, and keep up-to-date on paperwork requirements.
- Superior organizational skills with the ability to simultaneously plan and execute multiple detail-heavy projects.
- Strong written and verbal communication skills.
- Ability to take initiative, be a self-starter, be highly motivated, and work independently.
- Ability to work diplomatically with others and strong commitment to team and collaborative work.
- The ability to respond with adaptability and innovation to changes in the political environment that influences the California Penal System.

HOW TO APPLY

Leyna Bernstein Consulting, a Bay Area consulting firm specializing in nonprofit executive search, is conducting this search on behalf of Insight Prison Project.

Applicants should send a résumé to: Claire@leynabernstein.com

Please include *IPP Search* in the subject line.

Insight Prison Project values inclusivity and honors differences in race/ethnicity, gender, socioeconomic level, and sexual orientation. Candidates who will contribute to the diversity of our staff are encouraged to apply.