

## **The Riekes Center for Human Enhancement Executive Director**

***The Riekes Center seeks a strategic leader with strong operational competencies to chart the course for the future while preserving the spirit and culture of the Riekes Center for the betterment of others.***

[The Riekes Center](#) provides students with the best possible opportunity to define and accomplish individual goals, build character, and learn transferable life skills through programs in creative arts, athletic fitness and nature awareness in an environment of non-judgment and mutual respect. Regardless of the student's ability to pay or ability to perform, each person's uniqueness, potential, and goals are celebrated. TRC provides transformational outcomes through its unique culture of reciprocal mentorship in which real world diversity thrives, empathy is encouraged and positive energy abounds.

Founder Gary Riekes committed his life to building and lifting up the community and creating a sanctuary years before TRC became a 501c3 organization in 1996. He knew that developing a second interest was an important step toward students getting into a mindset where they learn better and achieve balance in life. Someone might come to TRC because they want to run faster but along the way are exposed to playing drums, tracking wildlife or learning hip hop and in doing so develop more self-confidence, empathy and compassion. Programs are not the "product." The "product" is TRC's unique peer mentorship culture and its goal to support all of us becoming better human beings.

Located in Menlo Park, TRC has a talented team of 50+ and an engaged 16-member Board of Directors. The operating budget for calendar year 2021 is \$3.25M, of which approximately \$1.6M is raised from individuals including from the Center's annual "Rally for Riekes" event. The remaining revenue is earned from program fees. The board is in the early stages of developing a \$30M endowment campaign. TRC has grassroots program partner relationships in Mexico, Finland, Japan, Spain and Switzerland.

The Riekes Center is a community of students, alumni, staff, parents, and volunteers who serve, collectively, as the heart, soul and legacy of the Center. With Gary's passing in 2021, the staff and board have committed to shepherding the organization into the future and ensuring the mission and values that underpins everything thrives, evolves and continues to grow stronger.

### **THE POSITION**

The Executive Director will join a vibrant if somewhat unconventional nonprofit with an open mind and the patience and curiosity to learn, listen and absorb. This type of approach will be important toward gaining the confidence and trust of the staff and Board.

The Executive Director will harness the energy, passion and institutional knowledge of the staff and Board to preserve TRC's mission, ideology and programmatic pedagogy. The ED will assess the current organizational structure to understand the strengths and professional ambitions of a team of nine Directors and identify gaps that need to be filled in order to create a nimble, well-functioning operating structure.

Using nonprofit best practices the ED will develop flexible, scalable systems and processes for administration, finance and operations, programs, fundraising and marketing to create better transparency and accountability.

The Executive Director will be the chief advocate and fundraiser for TRC and, along with the Board and future Development Director, will create strategies that increase and sustain contributed and earned revenue.

In early 2022, TRC will begin a new strategic planning process to articulate the aspirations and future direction for TRC, and create a plan for implementation and attainment of goals.

#### LEADERSHIP & CULTURE

- Understand TRC -- its history, mission, values, culture, people, community partners, finances and programs.
- Maintain an organizational climate that attracts, retains and motivates a multi-cultural, diverse, high-quality staff; steward a learning environment with opportunities for staff professional development and growth within the organization.
- Create an inclusive environment that embraces decisiveness, collaboration, transparency, open communication and accountability.

#### GENERAL MANAGEMENT, FINANCE AND ADMINISTRATION

- Lead and inspire staff to ensure a collegial and team-oriented working environment with open lines of communication; set goals and expectations to ensure accountability; encourage professional development and formalized paths for growth and advancement.
- Maintain the Center's fiscal viability and future sustainability; oversee and provide strategic guidance for strong financial performance towards Board approved annual budget and operating plans; foster transparency and accountability; monitor cash flow and coordinate finances to assure fiscal sustainability; ensure accounting activities are followed using standard GAP practices.
- Ensure operations and programs are professionally and efficiently organized and administered; ensure administration of contracts, including compliance with relevant employment laws and other legal requirements.

#### PROGRAMS

- Champion sustainable, high-quality, integrated programming; continually upgrade and refresh programs and curriculum; embrace experimentation and innovation in ways that also consider financial impact.
- Ensure standardized processes to evaluate quality and outcomes of programs including capturing data to translate into stories for fundraising and communication purposes.
- Foster a strong service orientation that is innovative and professional; remain current with innovations in the field of service and ensure that staff is trained in new approaches.
- Explore opportunities for growth and new programs; negotiate productive partnerships and relationships that advance the work.

#### FUNDRAISING AND MARKETING

- Function as the "Fundraiser-in-Chief" viewing all Board members, staff, programs, clients and partners through a fundraising lens; understand the actual and prospective funding communities for TRC; create strategies to expand the revenue base and secure sustained annual, capital and endowment funding.
- Personally drive fundraising solicitations, especially with major private, foundation, government and corporate donors; lead and direct all fundraising efforts; appeal to donors, creating special and donor cultivation events for TRC.
- Oversee the development of a marketing plan; capture stories of students' transformations to demonstrate the impact of TRC for fundraising, annual report and other marketing activities.

- Drive visibility of TRC by serving as a credible, articulate and effective spokesperson, in person and in writing; actively cultivate relationships with community groups, funders, schools, and youth and family constituencies.

#### BOARD RELATIONS

- Become familiar with and follow TRC governance policies, program goals and objectives; develop, recommend, and implement policies; provide ongoing communication to the Board on critical governance and program matters.
- Keep the Board Chair informed of TRC finances and activities; provide timely and concise “state of the organization” assessments; work with the Board to develop a strategic roadmap for the organization’s continued evolution.
- Encourage Board members’ appropriate involvement in TRC oversight and fundraising; actively assist in identifying and recruiting new Board members whose skills and interests align to the organization’s needs.
- Engage the Board to begin preparing for strategic planning in 2022; provide ongoing communication and timely updates to the Board on the state of the organization.

#### Qualifications & Characteristics

- A mission-driven individual with an unwavering commitment to the mission of the Riekes Center.
- Proven senior-level managerial and operational experience, problem solving, and financial experience.
- A demonstrated ability to increase earned and contributed revenue; a track record attracting financial support from individuals, government sources, foundations and businesses.
- Outstanding oral and written communication skills.
- Decisive and resourceful with the organizational sensitivity to gain the support and confidence of the Board and staff at all levels; a person who empowers the leadership team and holds them accountable; understands the subtleties of recruiting, motivating, directing and retaining a diverse group of personalities with different work styles.
- A leader that deeply values diversity, equity and inclusion as a way of being; one who is straightforward, shares information easily, listens as well as offers advice, and respects the abilities of others; someone who imparts trust and integrity, and guides others in a similar vein, and an ability to maintain balance and perspective.

“It is essential for the Executive Director to have a love of people, a relentless sense of humor, the courage to be uncompromising with the core values and an unyielding faith in the universal good, even in the face of hopelessness and the unknown.”

-- Gary Riekes (Founder, The Riekes Center)

For more information, please contact:

Lisa Grossman  
[lisag@moppenheim.com](mailto:lisag@moppenheim.com)  
 650/323-3565

**m/Oppenheim Executive Search**  
 San Francisco, CA