



Trinity Center is Hiring Our Next Executive Director

Lead. Inspire. Expand Opportunity.

For more than a decade, Trinity Center has been a beacon of dignity, stability, and hope for adults experiencing homelessness and poverty in Contra Costa County. As we look to the future, we're seeking an experienced, courageous, compassionate, and visionary leader to serve as our next Executive Director (ED).

This is a rare opportunity to lead a high-impact organization at a pivotal moment: bringing bold ideas and steady leadership to strengthen core services, deepen community partnerships, and champion solutions to hard challenges.

The Opportunity

Trinity Center is rooted in love, dignity, and belonging. Each day, our team of 15 staff and a dedicated community of volunteers deliver life-changing services: hot meals, warm showers, clean clothing, intensive case management, and pathways to permanent housing. In winter our services extend to providing a seasonal emergency overnight shelter.

The next Executive Director will build on our strong foundation by sustaining the essentials while stewarding the next chapter of growth. This includes helping shape supportive housing initiatives, growing our resource base, and expanding our reach and impact in the Walnut Creek community and beyond.

With a 2025-26 budget of \$1.5M and stable government funding, we are ready to grow—but we need the right person to help us do it wisely, sustainably, and in alignment with our values.

The Responsibilities

This is a mission-critical leadership role, reporting to the Board of Directors and overseeing three experienced direct reports: Director of Programs, Operations Manager, and Associate Director of Development.

- **Mission Stewardship & Community Voice (25%)**
Serve as the voice of Trinity Center—amplifying the needs of those we serve, building new relationships, and inspiring people to get involved. You'll partner with donors, city and county leaders, foundations, and advocates to sustain and grow our work.
- **Strategic Vision & Partnership (25%)**
Lead long-term planning that deepens our impact and positions Trinity Center to respond nimbly to changing community needs. You'll foster partnerships, champion housing solutions, and ensure our work aligns with our mission and values.
- **People Leadership (20%)**
Create a supportive, collaborative environment where staff can do their best work. Lead with empathy, clarity, and accountability. Promote ongoing professional development and ensure we remain a values-driven, people-first organization.
- **Financial Oversight (20%)**
Balance strategic growth with sound stewardship. Oversee the budget, monitor financial performance, and ensure we are positioned for long-term sustainability.
- **Board Partnership & Governance (10%)**
Work side-by-side with the Board to set direction, provide transparency, and uphold organizational health and compliance.



The Experiences

Required

- 5-7 years of progressive management experience, including:
 - Direct supervision of senior staff
 - Budget oversight and organizational decision-making
 - Operational leadership, HR, and compliance management
- Demonstrated leadership in mission-driven nonprofit, public, or community-based organizations
- Fundraising experience, including individual, foundation, and government funding
- Strong communication skills, including public speaking, writing, and storytelling
- Familiarity working with vulnerable adult populations
- Passion for addressing the root causes of poverty and homelessness

Preferred

- Prior Executive Director or senior leadership role in a nonprofit
- Knowledge of Contra Costa County systems, resources, and community needs
- Experience with direct service or housing programs for adults experiencing homelessness
- Leading through growth or change; managing budgets over \$1M
- Public advocacy and community engagement

Qualities We Value

- Commitment to solving hard problems with creativity and persistence
- Big-hearted leadership with a strategic mindset
- Relationship-builder with authentic communication skills
- Grounded in humility, transparency, and accountability
- Entrepreneurial spirit with a steady hand
- Deep commitment to equity and social justice
- Love for people and belief in their potential

The Details

This is a full-time, salaried position with a range of **\$125,000–\$150,000**, depending on experience. Trinity Center offers employer-subsidized health benefits, dental, vision, and life insurance. The role requires regular in-person presence at our Walnut Creek center (minimum 3 days/week), with occasional evening or weekend events.

The Instructions

To apply, please send a single PDF that includes your resume and cover letter to: EDJob@TrinityCenterWC.org

We will be reviewing applications and conducting interviews on a rolling basis, with the goal of selecting our new Executive Director by September 30. Early applications are encouraged.

We Welcome You

Trinity Center is committed to building a team that reflects the diversity of our community. We welcome all applicants, including leaders who identify themselves as BIPOC, LGBTQIA+, having lived experience of poverty or homelessness, and leaders with disabilities.

Even if your experience doesn't perfectly match every qualification, we encourage you to apply. You may be exactly who we're looking for.