DISCOVERY
COUNSELING CENTER
San Ramon Valley

EXECUTIVE DIRECTOR

Discovery Counseling Center | San Ramon, California

Full-Time | On-Site | Reports to the Board of Directors

Lead the next chapter of a 55-year legacy of accessible, compassionate mental health care.

Discovery Counseling Center is seeking a mission-driven, relationship-focused Executive Director to provide strategic and operational leadership as Discovery moves into its next chapter of sustainability, growth, and impact.

For more than 55 years, Discovery has served the diverse community of the San Ramon Valley by providing affordable, high-quality, culturally appropriate, and accessible counseling services and programs. Discovery is sustained by a dedicated Board, experienced staff, committed volunteers, and a community of donors and partners, and is committed to being an agency of full inclusion and equity where all staff, clients, and community members can thrive.

This is an opportunity for a mission-driven leader who can pair long-term vision with hands-on day-to-day execution, strengthen program quality, and represent Discovery with credibility, warmth, and care.

THE ROLE

Reporting to the Board of Directors, the Executive Director has overall strategic and operational responsibility for Discovery's staff, programs, expansion, community relationships, financial stewardship, and adherence to mission. Direct reports to the Executive Director include the Clinical Director who manages a staff of 66 licensed and pre-licensed clinicians and the Director of Finance & Human Resources who manages 5 administrative/operations staff.

KEY RESPONSIBILITIES

Lead with Vision

- Guide Discovery's strategic planning and set direction for its next chapter of sustainability, growth, and impact.
- Ensure program excellence, rigorous evaluation, and diversity, equity, and inclusion across programs and staff.
- Ensure financial and operational excellence through effective budgeting, resource management, organizational processes, technology, and performance accountability, while maintaining compliance with applicable laws and policies.

Engage the Board & Develop Staff

- Partner with the Board to strengthen governance, strategic alignment, organizational accountability, and effective Board engagement to achieve Discovery's mission and strategic goals.
- Provide the Board with regular, honest updates on organizational performance, and communicate proactively where support is needed.

- Recruit, coach, and retain a high-performing staff and management team, and sustain Discovery's training and supervision program for the next generation of therapists.

Strengthen Programs & Impact

- Ensure effective planning, implementation, and evaluation of all current and new programs, grants, and contracts working in partnership with Discovery staff.
- Track progress and evaluate outcomes, translating results into clear reporting for the Board, donors, and staff.
- Assess community needs, develop grant proposals, and oversee reporting and compliance for funder contracts.

Expand Fundraising, Community Relationships & Communications

- Maintain a strong, collaborative partnership with the Friends of Discovery, serving as an ex-officio member of its Board.
- Serve as Discovery's ambassador in the community, building relationships with funders, major donors, and community leaders that advance the mission and demonstrate impact.
- Execute, expand, and diversify fundraising and revenue-generating activities, including growth of the Katie Combs Endowment Fund.
- Strengthen Discovery's communications and visibility, from its web presence to external relations and community outreach.

WHO WE ARE LOOKING FOR

The Executive Director will be thoroughly committed to Discovery's mission as a non-profit, community-based mental health service provider and training center for future mental health professionals. All candidates will bring proven leadership experience in a diverse, mission-driven organization, a genuine passion for mental health and Discovery's mission, and an unwavering commitment to quality programs.

The ideal candidate will have:

Mission & Community Leadership

- Commitment to Discovery Counseling Center’s mission and to providing high-quality, equitable, and accessible mental health care.
- Collaborative leadership style with the ability to build trusted relationships across diverse communities, volunteers, and community partners.

Executive Leadership & Management

- Successful nonprofit leadership with strong organizational, strategic, and financial management experience.
- Experience leading, coaching, and developing high-performing teams while managing budgets and organizational goals.
- Adaptable, action-oriented, and effective at navigating organizational change with sound judgment and resilience.

Board, Fundraising & External Relations

- Proven success partnering with a Board of Directors and cultivating board relationships.

- Demonstrated leadership and experience in fundraising strategy and execution, including major donor cultivation, solicitation, stewardship, grant development, and diversified revenue growth.
- Strong marketing, public relations, and stakeholder engagement experience.

Communication & Interpersonal Skills

- Excellent written and verbal communication skills with the ability to engage and inspire varied audiences.
- Exceptional relationship-building, listening, and interpersonal skills grounded in empathy, integrity, and professionalism.

WHY DISCOVERY COUNSELING CENTER?

Discovery is more than a counseling agency — it is a community institution with a 55-year history of changing lives. We have been the San Ramon Valley's trusted nonprofit for affordable, high-quality, culturally appropriate counseling, backed by a commitment to training tomorrow's mental health professionals, raising awareness of the importance of early treatment, and advocating for the resources our community needs.

Discovery is one of the few mental health providers in Contra Costa County approved by the California Psychology Internship Council as a Pre-Doctoral Internship Site. We offer pre-licensed therapists clinical experience working with children grades K-12 in the San Ramon Valley Unified School District (SRVUSD), hiring some 34 interns annually who are placed at each of the district's schools. Our training program accommodates all levels of graduate training including Master's (MFT) Trainees and Associates (AMFT), Pre-Doctoral Practicum, Pre-Doctoral Internship, Externship and Post-Doctoral Fellows. The 10-month program commences in late August, runs through mid-June.

Discovery's next Executive Director will inherit a strong foundation and the opportunity to shape what comes next: strengthening programs, deepening community relationships, and ensuring Discovery remains an agency of full inclusion and equity for years to come.

If you are a leader who believes strong organizations are built on strong relationships, and you are energized by the opportunity to lead a deeply valued community organization with a dedicated and passionate staff into its next chapter, we would like to hear from you.

Quick Facts
Established: 1971
Primary Communities Served: Alamo, Danville and San Ramon and the San Ramon Valley Unified School District
Annual Budget: $2 million
Staff: 71 persons consisting of 66 licensed and pre-licensed clinicians and 5 administrative staff
Annual Clinical Sessions: 14,397 sessions of counseling through our community clinic and school-based programs of which 5,864 were counseling sessions for students across 35 SRVUSD school sites.
Trusted Nonprofit: Charity Navigator 4 Star; Candid Platinum Transparency 2026
Recent Awards: 2026 Danville Chamber Humanitarian Award Nonprofit of the Year

POSITION DETAILS

Location: San Ramon, CA | On-site
Job Type: Full-time
Compensation & Benefits: $145,000-$165,000 depending on experience. Benefits summary attached.

Employment is contingent upon successful completion of a California DOJ/FBI Live Scan background check and verification of education, employment history, and professional references.
Discovery Counseling Center is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all team members.

TO APPLY

Submit your letter of interest and resume with professional qualifications to hiring@discoveryctr.net by November 30, 2026.

DCC Website | Instagram | Facebook | LinkedIn