



Executive Director Leadership Opportunity

Overview

Since 1976, Child Care Links has been a trusted resource to help parents living and working in Alameda County with child and family-centered resources such as, quality child care and early education programs that promote healthy families and school readiness.

Through federal, state, county, city and private funding, Child Care Links provides a wide range of free and low-cost programs and services to residents. Services include financial assistance for child care through our subsidy programs and free child care referrals using a large database of state licensed child care providers.

In addition, Child Care Links is known for providing innovative and interactive professional development trainings for parents, caregivers, and child care professionals and the community. All professional development training topics are aligned with the California Early Childhood Educator Competencies, which uniquely outlines the knowledge and skills that child care professionals need to provide high quality care and education to young children and their families.

Child Care Links actively connects families and child care professionals to a wide network of community partners, to empower and promote self-sufficiency and healthy families.

The Executive Director will work in close partnership with a dedicated 7-member Board of Directors, talented 5-member leadership team, and 32-member staff to ensure that the organization is fiscally sound and that its programs, policy work, and communications meet the needs and interests of our clients, child care partners and stakeholders

The organization has a thriving budget of \$17.5M. Approximately 98% of the budget revenue comes from a complex pool of 15 government contracts and \$10M are pass-through funds for subsidized child care.

The Board and Leadership have identified the following priorities for the next year to optimize what we do best, while continuing to respond to new opportunities and partnerships. The specifics of a long term strategic plan, and vision that go beyond these priorities will be developed with the new ED at the helm.

- Continue to attract, develop, and engage a dedicated staff and Board team as well as systems to support their work.
- Diversify and expand funding streams while continuing to steward our current government contracts.
- Build effective collaborations in the community to better serve the diverse needs of our clients.

The organization is headquartered in Pleasanton with offices in Oakland and Fremont with staff co-located at Alameda County Social Services offices in Eastmont and San Pablo Avenue. See our website at www.childcarelinks.org for more information on our programs and leadership.

The Ideal Candidate

Child Care Links is seeking an experienced nonprofit or public-sector leader and hands-on manager who will continue to inspire, guide and advocate on behalf of working families and their children. He or she should have a proven track record of attracting and sustaining public and private funding and partnerships as well as financial and political astuteness. The incoming Executive Director will bring strategic thinking, teamwork, and diplomacy to their work. Candidates should feel comfortable working in an organization that values integrity and collaborative solutions in a county with a diverse cultural and economic base of support.

The next several years at CCL will provide a highly visible leadership opportunity. Starting with a well-respected organization, experienced staff, and supportive community leaders, the next Executive Director will help CCL sustain its quality programs while focusing its strategic direction in response to changing opportunities and needs. This is a full-time, exempt position based in Pleasanton.

Essential Requirements

The ideal candidate will possess many of the following skills and experience:

- Understanding of the issues and trends impacting low income families and Executive Director experience helpful.
- The ability to effectively represent Child Care Links and its programs and clients among the diverse stakeholders in the community.
- A proven track record in attracting and sustaining financial support - government, foundation and community.
- The ability to attract, develop, retain, motivate and lead staff and Board members while maintaining a high level of performance.
- Financial and/or business management with a budget of comparable size and public revenue streams.
- The ability to work in close partnership with the Board and leadership team to lead the organization to shared visions and new directions in response to changing needs and opportunities.
- Demonstrated capacity to build alliances and sustain collaborative relationships with nonprofit and government partners.
- Knowledge of the Alameda County Community and key stakeholders or the ability to quickly and effectively connect.
- Bachelor's Degree and a minimum of five years' senior management experience in an organization of comparable focus and/or size.

In addition, candidates will need to:

- Effectively utilize Microsoft Office suite as well as information technology, database applications, and the Internet.
- Work occasional nights and weekends as needed to support Board and community events. We offer flexibility to accommodate these obligations.
- Provide his/her own car, insurance, and valid CA driver's license, or other means to travel throughout the East Bay.
- Legal right to work in the United States.
- Pass a background check.

Deadline for applications: November 5th or until the position is filled

Estimated Start date: January 2018

Compensation: CCL offers a competitive compensation and benefit package that includes: \$750 monthly contribution for health coverage, average 14 paid holidays (includes winter break between Christmas and New Year's), 5% contribution to retirement, as well as generous PTO.

Confidential Application Process: Email your cover letter (Word or PDF document) to CCLsearch@nonprofitmentor.org summarizing your interest, fit with qualifications, compensation requirements and "Child Care Links Search" in the subject field. Resumes must have a cover letter to be considered. Inquiries from candidates are welcomed and should be directed to Margaret Donohoe, our leadership transition consultant at (408) 979-0572. Though candidates from beyond the Bay Area are encouraged to apply, there are no funds available for relocation.

Executive Director Job Responsibilities

Community relations, advocacy, marketing and funding (35 % of job responsibilities*)

- Provide a credible and informed presence for Child Care Links in the community.
- Work with the Board of Directors and staff to identify, diversify and secure necessary financial resources from public and private sources, including making “the ask”
- Develop and maintain relationships and collaborations with appropriate community, government, and corporate stakeholders to build a strong awareness of the needs of vulnerable homeowners and their families as well as the organization’s role in serving those needs.
- Review communication strategies and content for collateral materials including the website, social media, newsletter, donor, and promotional materials.
- Develop and implement an annual development plan including government, major donor and foundation support.
- Oversee the development of compelling, accurate and timely funding proposals and reports.

Program oversight, planning and evaluation (25%)

- Maintain a thorough knowledge of the regional issues and stakeholders surrounding child care and serving low income families in Alameda County
- Ensure that growth reflects the mission and values of the organization given the available financial resources.
- Lead the process for planning, implementing and evaluating short- and long-range strategy and goals.
- Manage programs and services consistent with the mission, values and goals of the organization.
- Guide outcome data collection in line with agency goals and contract requirements
- Maintain positive relations with partner agencies and agency stakeholders

Positive Work Environment and Fiscally Sound Organization (25%)

- Ensure Child Care Links sustainability through thoughtful and realistic budget planning and monitoring.
- Oversee monthly financial reporting and payroll, approve expenses and invoices for payment, and sign checks.
- Regularly evaluate internal systems, policies and procedures for efficiency and effectiveness.
- Lead by example and recruit, train, and retain a strong staff team with a broad range of skills.
- Creates an annual plan to develop and strengthen essential skills critical to the success of the staff.
- Review operating systems to ensure effectiveness and efficiency.
- Provide financial oversight, seeing that all funds are disbursed in accordance with contract requirements and donor designations.
- Negotiate all agency contracts and grants.
- Ensure compliance with personnel policies established by the Board of Directors and with all federal and state regulations.
- Ensure presence of current job descriptions and completion of regular performance evaluations.
- Other duties as assigned

Partnership with the Board of Directors (15 %)

- Assist the members of the Board in their roles and responsibilities by providing support, education and leadership.
- Assist the Board in identifying, recruiting and utilizing Board members with the essential skills to support the mission and vision.
- Ensure effective communications and linkages between Board and staff.
- Serve as an active, non-voting member of Board and its task forces and committees.
- Report regularly to the Board of Directors regarding organizational objectives, the organization’s financial status and other issues relevant to the Board of Directors.
- Provide the Board of Directors with adequate information to reach strategic decisions and to formulate necessary policies.
- Supervise the implementation of Board policies.

** Provided as a guideline to the incoming Executive Director given the organization’s priorities for the first 12 to 18 months of the job.*