



Child Action, Inc. CEO Job Description 2023

Organization & Position Summary

Child Action, Inc. (CAI) is a private, nonprofit corporation founded in 1976 to promote the education and social welfare of children and families and to advocate on their behalf. Our programs include resource and referral services for families seeking child care, child care subsidies for qualifying families, recruitment and professional development of the child care workforce, and family education and support.

The CEO of Child Action, Inc. is the leader and chief spokesperson for the organization and reports to the Board of Directors. The CEO's primary responsibilities include organizational direction and mission delivery, strategic planning and oversight of the plan's implementation throughout the organization, and CAI's positive presence in the regional economy. The CEO helps to establish and nurture a culture of accountability and innovation within Child Action and advances our mission imperatives throughout Sacramento County, California.

Number of Direct Reports: 3-5

Minimum Requirements

- Bachelor's degree in a field that exemplifies skills related to position; and
- Seven (7) years of highly responsible and complex management or executive leadership that includes policy development and/or knowledge of the CA legislative process, an understanding of federal, state, local funding, and organizational management. Public or nonprofit experience preferred.

Salary Range: \$185,000 - \$250,000 commensurate with experience and contract terms.

Time Responsibilities

20% - Leads the operation of the organization. Directs professional staff, ensuring effective service to Child Action's clients and stakeholders. Expects and exemplifies a culture of accountability in the service of our mission, demonstrating humility and humanity in the support and leadership of staff at all levels within the organization.

20% - Chief spokesperson for the organization. Represents the organization to the community and fosters a good relationship and image among the organization, its clients, community partners, staff, community stakeholders, and the philanthropic community.

20% - Leads the development and implementation of strategic plans into tactical actions and activities. Through a combination of direction and support, ensures that staff leaders fulfill their implementation goals. Presents balanced scorecard on quarterly basis to the board.

15% - Provides oversight for the financial affairs of the organization. This includes, but is not limited to, preparation of the budget, statements of financial position, and other reports of financial strength. Ensures financial policies and procedures are followed. Ensures ongoing financial growth of the organization.

15% - Serves as the principal professional resource to the Board of Directors. Communicates regularly and openly with the board. Creates a culture of partnership between board and staff based on genuine trust and respect for each other's contributions of time, talent, and resources. Ensures that the policies established by the board of directors are implemented throughout the organization. Participates in board meetings.

10% - Oversees development and implementation of fundraising plans to secure adequate funding inclusive of existing and new government funding, private philanthropic dollars, and contracted services.

Important Competencies

Visioning – Visualizes the organization's future state (structure, culture, leadership, target markets, etc.) and criteria for long-term, sustained business success.

Inspirational Leadership and Passion for Mission – Develops commitment in others by setting a personal example, demonstrates enthusiasm, champions workforce, and appeals to what motivates them. Demonstrates and communicates passion for the organization's core purpose; identifies with the organization's mission and inspires others about the mission.

Strategically Leading and Managing Change – Challenges the status quo and leads the necessary changes. Provides information and gathers feedback about changes that allows others to create organizational agility. Provides focus and long-term direction for constant stream of organizational and individual action among leadership team.

Credibility – Demonstrates honesty, sincerity, humility, and respect for individuals while modeling organizational values. Inspires trust in and from others.

Critical Thinker who exercises Sound Judgment – Demonstrates capacity to analyze, synthesize and integrate information to effectively identify and solve problems. Makes informed decisions, and successfully addresses complex organizational challenges.

Community Development – Develops strong external loyalty to the mission and values of the organization and brings strong community and civic leader relationships to leverage good will and financial support for the organization.

Commitment to Equity – Ensures that Child Action’s focus on equity is experienced at all levels of the organization, including high performance from DEI staff, significant investment in equity-based goals and activities, and continually improving practices that serve the needs of our diverse staff and stakeholders.

Interpersonal Savvy – Builds appropriate rapport and constructive, effective relations both internally and externally. Relates well to people of diverse backgrounds and exhibits genuinely warm and approachable behavior. Listens attentively to understand the needs, intentions, and values of others.

Talent Management – Demonstrates an ability to attract, align, develop, and retain the diverse talent pool needed to meet and exceed organizational goals.

Achieves Results – Improves and sustains superior business performance, develops, and follows through on priorities, delegates appropriately, holds people accountable, makes financially-sound decisions, optimizes resources, and ensures efficient work processes.

Customer Focus – Ensures that staff respond to the needs and expectations of clients, community partners, other stakeholders, and funders. Uses an understanding of stakeholder needs as the basis for organizational action.

Financial Development / Acumen – Ensures innovative fund development strategies are developed, cultivated, and implemented that provide the necessary financial resources to sustain and grow the organization. Ensures that the handling of funds exceeds expectations of those investing in Child Action’s mission.

To apply for this position, email cover letter and resume to CAI Search, c/o Kim Tucker, Impact Foundry at ktucker@impactfoundry.org. Please submit one PDF document that follows this title protocol: *LastName_FirstName_CAI* and include same in Subject line of email. Submissions accepted until the very best candidate is hired.