



Chief Executive Officer [CEO] Job Description

Reporting to the Board of Directors, the CEO serves as the Network's chief executive, strategist, relationship-builder, and public spokesperson. The CEO provides leadership for the organization while also helping shape its future: strengthening its organizational capacity, membership model, statewide partnerships, policy influence, communications, governance, and financial sustainability.

Primary Responsibilities

Statewide Systems Leadership, Partnerships & External Relations

Serve as a visible, credible and trusted leader within California's child care ecosystem.

Build and sustain strategic relationships with Resource & Referral and Alternative Payment organizations, statewide associations, child care providers and leaders, state agencies, policymakers, funders, community organizations, employers, researchers, and other partners.

Serve as a convener who brings organizations and leaders together around shared interests, opportunities and challenges.

Build upon trusted partnerships with organizations and other statewide leaders to identify opportunities for coordinated policy, advocacy, data, communications, programs, and field-building.

Recognize where organizations' interests align and create opportunities for collective action while navigating differing institutional interests, histories, cultures, and perspectives.

Represent the Network as a respected statewide voice and strengthen its visibility, credibility, relationships, and influence.

Strategy, Transformation & Organizational Development

Lead implementation and continued development of the Network's strategic direction.

Translate Board-approved priorities into clear organizational objectives, implementation plans, performance measures, and accountable action.

Lead the Network through a period of organizational evolution that may include changes to membership, programs and services, governance, partnerships, organizational structure, revenue models, and communications.

Create an organizational culture capable of adapting to changing conditions while maintaining clarity of purpose and focus on results.

Identify emerging opportunities and challenges within California's child care system and position the Network to respond strategically.

Policy, Advocacy & Collective Voice

Strengthen the Network's position as a respected source of insight regarding the needs, opportunities, and realities of California's child care infrastructure.

Strengthen coordination among statewide organizations around shared policy and advocacy priorities.

Build relationships with state agencies, legislators, administration officials, statewide organizations, and other decision-makers.

Ensure that local experience and perspectives inform statewide policy conversations.

Use research, data, member experience, and partnerships to strengthen the field's collective voice and influence.

Navigate policy differences among organizations constructively and identify opportunities for common ground and coordinated action.

Organizational Leadership, Staff & Culture

Ensure organizational systems, staffing, programs, and resources align with strategic priorities.

Build, support and retain a talented, accountable and collaborative staff team.

Create clarity regarding roles, responsibilities, decision-making, performance expectations, and organizational priorities.

Foster a culture characterized by trust, transparency, accountability, curiosity, collaboration, innovation, and respect.

Ensure staff understand the Network's strategic direction and can see how their individual work contributes to organizational and field-wide impact.

Membership Value & Field Engagement

Evaluate and refine the Network's membership model to ensure it remains relevant, sustainable, and responsive to the changing needs of member organizations and the broader child care field. Strengthen opportunities for members to connect, learn, contribute expertise, influence priorities, and participate in collective action.

Ensure the Network balances two important responsibilities: **serving its members and advancing the broader field.**

Use member and stakeholder feedback, data, and engagement to continuously improve programs, services, and organizational priorities.

Financial Stewardship & Organizational Sustainability

Provide strategic oversight of the Network's financial health and long-term sustainability.

Work with staff and the Board to develop budgets, financial forecasts, revenue strategies, and appropriate financial controls.

Diversify and strengthen revenue through membership, grants, contracts, partnerships, sponsorships, philanthropy, earned revenue, and other appropriate sources.

Ensure organizational resources are aligned with strategic priorities and produce meaningful value and impact.

Provide the Board with timely, accurate and understandable information regarding organizational financial performance, risks, opportunities, and sustainability.

Board Partnership & Governance

Serve as the principal professional resource and strategic partner to the Board of Directors.

Develop a strong Board–Executive relationship grounded in trust, transparency, role clarity, constructive dialogue, and mutual accountability.

Provide the Board with the information, context, analysis, and recommendations necessary to exercise effective governance and fiduciary oversight.

Support implementation of governance improvements, including strengthened Board engagement, committee effectiveness, policy governance, and appropriate representation of the Network's statewide constituency.

Ensure Board policies and decisions are translated into effective organizational action.

Qualifications

- Bachelor's degree or equivalent combination of education and significant relevant professional experience; advanced degree desirable.
- At least seven years of progressively responsible senior management or executive leadership experience, preferably within nonprofit, association, public policy, government, early childhood, human services, or another complex mission-driven environment.
- Demonstrated experience leading organizational strategy, transformation, growth, or significant change.
- Demonstrated ability to build productive relationships and partnerships across organizations, sectors, constituencies, and differing perspectives.
- Experience working with public policy, government relations, advocacy, or California's legislative and administrative environment strongly preferred.
- Knowledge of California's early care and education, child care, human services, or related systems is highly desirable.
- Demonstrated financial, organizational, and personnel management experience.

Preferred Qualifications

- Experience within California's child care, early learning, or Resource & Referral systems.
- Experience leading a statewide association or membership organization.
- Experience in public policy and advocacy.
- Experience managing organizational transformation or growth.
- Experience working with diverse funding sources and revenue models.

Compensation & Benefits

The salary range for this position is **\$245,000 - \$270,000** annually depending upon experience and qualifications. The Network offers a comprehensive benefits package that currently includes health and dental insurance; paid vacation and sick leave; monthly personal technology reimbursement; 403b retirement plan; 16 paid holidays per year, including Christmas Day through New Year's Day.