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JOB ANNOUNCEMENT

Executive Director – California AfterSchool Network

Foundation for California Community Colleges *An Equal Opportunity Employer*

Category: Full-time, Exempt (Salary)
Supervisor: Vice President of Advancement
Date Created: July 30, 2015

About the Organization

The California AfterSchool Network's (CAN) purpose is to promote the awareness and quality of expanded learning programs. Utilizing its unique and effective leadership and committee structure, CAN is a convener of the field, facilitating a two-way flow of information between the field and state and National policymakers translating between policy and best practice. Ultimately CAN believes that these efforts will bring greater coherence and professionalism to the field and in turn improve outcomes and learning experiences for youth.

The California AfterSchool Network (CAN) is under new fiscal sponsorship with the Foundation for California Community Colleges (the Foundation) as of Spring, 2015. The Foundation, located in Sacramento, has served as fiscal sponsor to a number of educational, government and non-profit organizations. Incorporated in 1998, FCCC serves as the official auxiliary to the California Community Colleges' Board of Governors and the system-wide Chancellor's Office. With a full-time staff of approximately 130, the Foundation is a fully professionalized organization with expertise to provide efficient back office support to manage grants, contributions, and earned income.

In partnership with the Foundation, CAN is well-positioned to both remain "of the field, for the field" and to create new opportunities to advance its mission. The CAN Leadership Team is excited to work with its new executive director to solidify and leverage its fresh partnership with the Foundation.

For more information, please visit our website: www.afterschoolnetwork.org.

Job Purpose

The Executive Director is responsible for the organization's consistent achievement of its mission and financial objectives. S/he has responsibility to support the organization in all its ongoing activities, while also contributing to the development and implementation of new initiatives and exploring additional avenues for impact and engagement.

A successful candidate will possess the qualifications and skills necessary to oversee the administration, programs and strategic plan of the organization, as well as have a demonstrated track record of success in doing so. The ideal candidate will have an extensive knowledge of statewide expanded learning systems and its educational and youth development partners; proven ability for sustainable fund development; talent for strategic visionary thinking through a disciplined, analytic lens; and highly regarded reputation as collaborator-extraordinaire to complement his/her sense of humor and compassion.

Essential Job Duties / Responsibilities

Leadership & Governance: Works with the Leadership Team to fulfill the organization's mission.

- Work with the Foundation (CAN's Fiscal Sponsor) to ensure CAN complies with Foundation policies and reflects well on the Foundation.
- Participate with the Leadership Team in developing a vision and strategic plan to guide the organization
- Responsible for effective and timely communication with the Leadership Team to maximize and facilitate collaborative decision-making
- Foster effective team work between the Leadership Team and staff
- Provide public relations support to leadership team as needed
- Conduct official correspondence on behalf of CAN and jointly with the Leadership Team
- Promote active and broad participation by volunteers in all areas of the organization's work
- Maintain a working knowledge of significant developments and trends in the field

Financial Performance & Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of CAN, to include submission to the Leadership Team a proposed annual budget and monthly financial statements
- Responsible for fiscal management operating within the approved budget; ensures maximum resource utilization and maintenance of the organization in a positive financial position; monitors the monthly cash flow
- Responsible for fundraising and developing other resources necessary to support CAN's mission
- Work with the Chair of the Leadership Team to conduct official correspondence, and with designated officers to execute legal documents
- Ensure that CAN complies with legislation as it relates to finance and taxes

Operational Planning & Management. Oversees and ensures the operations of the organization meets the expectations of its clients, Leadership Team and funders.

- Develop and implement an operational plan that incorporates goals and objectives that aligns with the strategic direction of the organization
- Oversee the efficient and effective day-to-day operation of the organization
- Oversee the planning, implementation and evaluation of the organization's programs and services
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization
- Draft policies and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Leadership Team as appropriate
- Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained
- Provide support to the Leadership Team by preparing meeting agenda and supporting materials

Community Relations & Advocacy. Establish sound working relationships and collaborative arrangements with community groups, funders, legislatures, and other organizations to help achieve the goals of the organization.

- Identify and engage in strategic partnerships and collaborations to advance the priorities of the field and organization
- Communicate the work of the organization to the stakeholders and identify changes in the community served by the organization
- Responsible for CAN's communication vehicles to publicize and promote the activities of the organization, its programs and goals

- Represent the programs and point of view of the organization to agencies, organizations, and the general public; and represent the organization at community activities to enhance the organization's community profile

Human Resources Planning & Management. Oversee the implementation of the human resources policies, procedures, and practices.

- Responsible for staffing, performance management and developing job descriptions that enhance organizational management and program delivery
- Establish and maintain a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations; and one that attracts, retains, and motivates a diversified, high performing workforce
- Recruit, interview and select staff that have the technical and personal abilities to help further the organization's mission, values and strategic plan
- Ensure that staff receive orientations and ongoing training and development opportunities that align with CAN's strategic plan
- Provide performance management for staff that includes on-going feedback and annual performance reviews
- Coach and mentor staff as appropriate

Other duties as needed and assigned.

Level of Supervision: Receives moderate supervision and general direction as to goals and achievement of those goals from the CAN Leadership Team. Evaluated based on the successful achievement of goals.

Education, Skills, and Experience

- At least five years' experience in the area of coalition building, policy development, afterschool programming, and/or related education and/or youth development fields
- Bachelor's degree in child and youth development, education, communications, public policy, public administration, business administration, sociology, social work or a related field
- At least three years working in senior management for a nonprofit, educational or related organization and/or leadership roles in strategic project development and implementation
- Experience with hands-on, budget management, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of CAN's strategic future to staff, board, volunteers and donors
- Proven track record of fundraising and donor relations unique to nonprofit sector
- Proven ability to provide transparent and high integrity leadership
- Ability to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability

Physical Requirements

- Ability to work at a computer workstation for periods up to 4 hours at a time.
- Ability to speak on the telephone for a total of up to 6 hours per day.
- Ability to sit for up to 8 hours at meetings.

- Ability to walk and stand for up to 4 hours without breaks for presentations, meetings, conferences, site visits, etc.
- Possess a valid California driver's license, ability to operate personal vehicle for business and willingness to drive to meetings.

Working Conditions and Travel

Well-lighted, heated and air-conditioned indoor office setting with adequate ventilation. Moderate travel (approximately 20%) by land and air. Requires working occasional weekends and weeknights.

Compensation

The salary is competitive and commensurate with experience and qualifications. The excellent benefits package currently includes eleven paid holidays, sick, and vacation leave; medical, dental, and vision insurance, an employee assistance program; and a generous defined benefit retirement plan (Public Employee Retirement System – PERS).

Application Deadline

Open until filled. Apply no later than **5 p.m. August 28, 2015** to be considered in the initial screening.

Application Procedure:

Email resume, cover letter and salary history/requirements to jobs@foundationccc.org. Include “**CAN Executive Director – (Your name)**” in subject line. Due to the high volume of interest, we cannot accept phone calls.

Anticipated Start Date:

October 15, 2015 or as soon as possible

The Foundation for California Community Colleges (FCCC) is an Equal Opportunity Employer.

The Foundation strives to reflect the diverse community it serves.

Applicants who contribute to this diversity are strongly encouraged to apply.