



JOB DESCRIPTION MARINKIDS EXECUTIVE DIRECTOR

BACKGROUND

MarinKids is a strong voice for children in Marin. MarinKids is a 501c3 organization formed for the purposes of public education and advocacy on behalf of children in Marin County.

MarinKids has identified three community priorities: (1) Eliminating the achievement gap in education, (2) Assuring that every child has access to quality healthcare and wellness, and, (3) Reducing child poverty and promoting economically stable families.

The Executive Director is the key management leader of MarinKids. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors. This is a part-time position, 30 hours/wk plus benefits.

Job Responsibilities:

1. Planning and operation of annual budget and fiscal reporting.
2. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
3. Serving as MarinKids' primary spokesperson to the organization's constituents, the media and the general public.
4. Establishing and maintaining relationships with various organizations throughout the state and utilizing those relationships to strategically enhance MarinKids' mission.
5. Working closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
6. Supervising and collaborating with organization staff and consultants.

Professional Qualifications:

- At minimum, a BA/BS and 5 years' experience in nonprofit management, public education and/or policy advocacy or community organizing and a commitment to social justice and equity
- Strong written and oral communication skills including social media
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Knowledge and skill in fundraising strategies and donor relations unique to nonprofit sector
- Ability to interface with and engage diverse community, volunteer and donor groups (fluency in Spanish is desirable, though not required)
- Demonstrated ability to oversee and collaborate with staff
- Change focused, entrepreneurial

Salary commensurate with experience and other qualifications. Please send resume and cover letter to ktabor@marinkids.org by April 28, 2017