



Community Action Marin

Executive Director Job Announcement

Community Action Marin is seeking a dynamic, resourceful, and entrepreneurial Executive Director. The Executive Director should have the desire and capability to help strengthen and grow CAM's programmatic capacity consistent with the organization's mission as the primary anti-poverty agency of Marin County.

ABOUT COMMUNITY ACTION MARIN

As a Community Action Agency, we are charged with speaking for those without a voice, advocating for social justice and equity, and creating an environment which promotes opportunity, self-sufficiency and hope for all our community members. Our program offerings include early childhood education (state preschool and Headstart/Early Headstart), Mental Health Services, Sparkpoint financial services, and emergency assistance. Community Action Marin is governed by a tri-partite Board of Directors, consisting of elected public officials, representatives of the Agency's client population, and individuals from the private sector. This unique board structure empowers clients to participate in the response to local poverty issues while public and private representatives gain a better understanding of those issues confronting low-income people in Marin.

Reporting to the Board of Directors, the Executive Director will provide leadership, strategic, and operational direction to effectively fulfill CAM's mission.

RESPONSIBILITIES

Leadership

- Collaborate with the Board to develop, refine, and implement organizational goals and objectives.
- Ensure that fund raising, financials, staffing levels, and organizational priorities are aligned.
- Develop and oversee Community Action Marin's operational policies and procedures.
- Oversee business development, communications, and operations ensuring compliance.
- Be the ambassador with all stakeholders, members of the community, and populations served.

Fundraising and Communication

- Oversee the Development Director on the comprehensive strategic fundraising plan to include revenue from a diverse array of sources to ensure a solid and diverse base of support.
- Oversee outreach, advocacy, marketing, branding, and development strategies.
- Oversee all aspects of grant proposals to facilitate ongoing funding.
- Support traditional and digital marketing and communication strategies to build our reputation.

Finance/Operational Management

- Ensure effective and efficient operational and fiscal policies and procedures to guarantee organizational excellence and compliance with legal requirements and regulations.
- Oversee the financial status of the organization including setting financial priorities and development tracking, and the reporting of short and long term financial planning and budgeting.
- Ensure that appropriate financial controls and systems are in place for regular, accurate financial reports.
- Accountable for organizational compliance with funder and Board policies and procedures.

Programs and Advocacy

- Facilitate positive and effective working relationships. Ensure outstanding internal communication among and between the Board, central administration, Program Directors, and staff.
- Maintain open dialogue and exchange of ideas to clarify roles and responsibilities.
- Adjust program offerings to reflect community need as part of ongoing strategic planning.

Human Resources

- Ensure the continued delivery of high quality services and programs through appropriate staffing and resources while managing for current and future growth.

- Provide inspirational leadership and direction, developing leaders within Community Action Marin who share passion for the mission.
- Negotiate union contract agreements with SEIU Local 1021.
- Facilitate collaboration and strong internal communication with staff creating a positive work environment.
- Ensure relevant and up to date practices and policies are in place; accountability, including performance reviews.

Board Governance

- Implement policies and procedures for continued development Board best practices.
- Cultivate a strong and transparent working relationship with the Board.
- Work to strengthen and build a diverse, inclusive, and highly engaged Board.
- Ensure effective Board Committees.
- Present timely and accurate information to the Board regarding the status of agreed upon objectives, finances, staffing and other relevant issues.

QUALIFICATIONS

- Master's degree or equivalent work experience in nonprofit management, behavior or social services.
- At least 5 years of senior management experience. Experience working in or with an anti-poverty agency in a leadership position.
- Experience serving or working for/with a Board of Directors.
- Ability to set clear priorities, delegate, and guide investment in strategies, people, and systems.
- Excellent coalition building skills and the ability to communicate and work effectively with a variety of high-level internal and external stakeholders to achieve consensus.
- Demonstrated history in creating and implementing comprehensive strategic fund raising plans.
- Successful work in nonprofit financial management including developing, executing, tracking, and reporting operating budgets.
- Administration of Human Resources including contract negotiations, recruitment, training, development, and supervision of a diverse team. Experience with managing and leading union contract negotiations is a plus.
- Outstanding presentation and communication skills and ability to serve as an effective and inspiring spokesperson, advocate, relationship builder, and fundraiser.
- Demonstrated effectiveness supporting the design, marketing, and implementation of projects and programs.
- Experience developing, leading or managing traditional and multi-platform marketing and social media campaigns that foster positive stakeholder, donor, client and community relationships.
- Keen analytical, organizational, and problem-solving skills, which support and enable sound decision making.

PHYSICAL REQUIREMENTS

The person in this position:

- must be able to operate a computer and other office machines, i.e., calculator, copy machine, printer.
- must be able to communicate, express oneself, and exchange information.
- must be able to reach overhead, grasp, push, and pull objects such as files and file cabinet drawers and to lift, reach, raise or lower objects up to 25 lbs.

SALARY

Compensation will be commensurate with experience. This is a full-time, exempt position with benefits. This search is being conducted by Center for Volunteer & Nonprofit Leadership.

To be considered as an applicant:

- Email PDF Resume and Cover Letter in confidence to: executivesearch@cvnl.org
- Include in the Subject line: "CAM ED Search"

*Applications without a cover letter will not be considered; documents must be submitted online.

Community Action Marin is an equal opportunity employer and makes employment decisions on the basis of qualifications. Policy prohibits unlawful discrimination in any employment decision based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation.

Submission of your application is not an offer of employment or an employment contract.