JOB DESCRIPTION

CHIEF EXECUTIVE OFFICER

Reporting to the Board of Directors and the Policy Council, the CEO shall:

1. Direct the integrated administration and operations of all corporate programs, grants and contracts, through direct supervision of the chief operations officer (COO), chief financial officer (CFO), director of human resources, information technology systems manager, and other assigned administrative staff.

2. Review and interpret all instructions, manuals, policy memos, and correspondence from the funding sources for implementation within CDR programs and ensure compliance with corporate by-laws and reporting requirements.

3. Develop, approve and implement integrated corporate policies and operating procedures designed for meeting the goals and objectives of all corporate programs in the most effective manner. Approve all corporate systems and procedures and coordinate the use of technical resources.

4. Administer and periodically review a training program for COO, CFO, human resources director, information technology systems manager, and other assigned administrative staff. Create and monitor a management information system that will establish clear-cut lines of authority and procedures for timely and effective response to agency problems, and to promote and facilitate open communication, interagency support and cooperation.

5. Develop refunding proposals for existing CDR programs, directly or through designated staff, and submit to the Board and/or Policy Council for review and approval as required. Seek opportunities and support at the local, state and federal levels for CDR programs through additional funding, networking with others, and appropriate visibility.

6. Oversee the development, integration and preparations of all program budgets, monitor program expenditures, review and evaluate program and fiscal operations, and establish internal controls. Establish and evaluate, on an ongoing basis, fiscal and budgetary policies, controls and procedures. Direct the preparation of reports to funding sources, Board, Policy Council, and regulatory agencies. Provide information, recommendations and program fiscal reports to the Board on an ongoing basis.

7. Attend Board meetings and provide orientation to Board members. Preside over management, steering, and other committee meetings to receive input, provide leadership and coordinate activities to facilitate corporate goals and objectives.

8. Support and advance the current and long term goals and objectives of CDR. Represent CDR in its dealings and relationships with public and private agencies on local, state and federal levels for the purpose of mobilizing resources, and establish and maintain effective working relationships with elected officials and representatives of other private and governmental agencies, on local, state and federal levels.

9. Oversee the development and updating of personnel policies and ensure distribution to staff, maintain oversight for recruitment and hiring of all CDR staff, approve personnel actions, including transfers, terminations, promotions, and evaluations, ensure compliance with Affirmative Action policies and Americans with Disabilities Act as required by law and funding guidance. Seek Board and Policy Council approval regarding personnel matters, as mandated by policy.
10. On an ongoing basis, strategically assess and re-evaluate CDR’s community needs, goals and objectives. Conduct studies and research and consult and network with local, state and federal agencies, as needed, to determine if new or revised programs, policies or procedures should be implemented. Make recommendations to the Board and Policy Council as appropriate.

**EMPLOYMENT STANDARDS**

**Required Experience and Education:**
- A minimum of a master’s degree in public administration, early childhood education, public health, social services, community organization or a closely related field.
  - *Applicants possessing a bachelor’s degree in related field may be considered, however, a master’s degree must be obtained within five (5) years of date of hire as a condition of employment.
- Minimum of five (5) years’ experience in executive administration that includes program and financial planning, organizing, human resources and systems management, grant procurement, and extensive supervisory experience.

**Preferred Criteria:** Non-profit administration. Master’s degree in related field. Bilingual capability (English/Spanish).

**Knowledge and Abilities:** The working schedule will require the ability to travel up to one-third (1/3) of the time. Knowledge and understanding of the goals and objectives of early childhood education. Knowledge of local, state and federal resources in the area of early childhood development and ability to establish linkages with same. Knowledge of, and experience with, state legislative processes as related to issues involving early childhood development. Ability to evaluate on a continuous basis, fiscal, budgetary, human resources, and administrative issues, and make recommendations for solutions to problems and present comprehensive reports and recommendations to the Board, Policy Council, and state and federal grantors. Ability to speak effectively before a variety of forums including intra-organizational and within local, state and federal forums. Working knowledge of Windows and applications such as Word for Windows and Excel. Ability to write clearly, concisely, descriptively, and effectively, including preparation of comprehensive reports relating to the operation and management of a large organization. Ability to relate effectively with all people of the community regardless of ethnic, racial or socio-economic status. Sensitivity to cultural beliefs and practices. Sensitivity to needs of low-income families. Ability to motivate staff towards the highest level of commitment.

**Physical Requirements:** Ability to see at a normal distance and hear normal conversations and sounds. Ability to effectively use hands and fingers in the use of computer keyboard and to prepare required documents. Ability to safely drive personal or agency vehicle for business purposes.

**License or Other Requirements:** Must have access to a dependable auto with minimum legally required insurance coverage, and possess a current valid California driver’s license. Must submit to a job-pertinent agency-paid pre-employment physical examination and criminal record background check. Employment is conditional pending satisfactory results of required pre-employment exams and background checks.