



## CEO Job Description

Californians Dedicated to Education Foundation's mission is to work as a trusted partner with the California Department of Education and other state education leaders to create, resource and implement solutions that result in a strong and valued public education system that serves all kids. We do this by:

**CONVENING** people and organizations to develop goals and innovative solutions to improve our state's public education system.

**COMMUNICATING** to build awareness and access to key resources.

**CATALYZING** new approaches to meet statewide goals, assembling and stewarding resources, including philanthropic investments in CDE and others, to invest in the development of innovative ideas and practices that can scale to advance public education.

For more information about our programs and work, please visit: [www.cdefoundation.org](http://www.cdefoundation.org)

### **Organizational Structure:**

CDE Foundation has 6 full-time staff (including the CEO). Two are located in Los Angeles (Sr. Director of the CA Labor Management Initiative and Director of STEAM Programs), one in Sacramento and two (the COO and Events Coordinator) in our Redwood City offices. We also work with consultants as needed to meet programmatic needs.

Budget: \$3 million annual budget fully funded for 2019 fiscal year.

Location: The position can be based in Redwood City or Los Angeles, CA.

Reports to: Board of Directors.

The CDE Foundation is seeking a highly skilled executive with the ability to work across various levels of the educational system to become the next CEO of this innovative education organization. The ideal candidate has an exceptional track record in non-profit management, fundraising, and education policy, and can execute a vision in partnership with the State Superintendent of Public Instruction, California Department of Education and high-level education partners across the state. The candidate should be adept at managing key funder, political and stakeholder relationships and will be recognized as a leader in the field.

### **Primary function:**

- Overall strategic and operational responsibility for staff and programs of the Foundation, in alignment with the organizational mission and goals. Requires an understanding of the complexity of labor management relations and oversight of a large annual conference.
- Collaborate with board of directors and staff to develop organizational goals, secure and allocate resources.
- Provide oversight of staff and contractors and maintain strong operations in resource development (fundraising), human resources, accounting, grant writing and organizational communications.
- Identify and evaluate statewide and local partnership and resource development opportunities.
- Liaison and facilitate alignment between the Foundation and the California Department of Education and shared priority initiatives.

### *Board Governance*

- Assist in identifying, recruiting and developing effective board members.
- Provide orientation to new board members and support to committees.
- Organize and attend board meetings and committee meetings.

### *Finances*

- Oversee development and management of the annual budget.
- Manage cash flow in conjunction with the COO.
- Work with COO and treasurer to ensure accurate presentation of finances to board.
- Work with COO to ensure effective management of funds for which CDE Foundation is a fiscal agent.

### *Resource Development*

- Work with staff to ensure adequate programmatic and administrative funding.
- Seek and develop resources through individuals, corporate partnerships, and philanthropic organizations.
- Develop and maintain partnerships including board members, individuals, corporations, and foundations.

### *Communications, Marketing and Public Relations*

- Serve as the spokesperson for the organization at conferences, events and with partners.
- Oversee the marketing, visibility and brand awareness for the Foundation by working with communications consulting firm and through digital media, social media and other platforms.
- Oversee any internal and external Foundation messaging and crisis communications.

### **Skills/Knowledge Desired:**

- Bachelor's degree from an accredited college or university required. Master's degree preferred.
- A minimum of five year's work experience for a non-profit agency, preferably with a statewide organization, in an executive leadership role with experience in operations management and supervision.
- Financial acumen to manage a complex budget of similar size with multiple funding sources.
- Alignment and commitment to the mission, objectives, policies, programs and procedures of the Foundation.
- Considerable knowledge of the principles and practices of non-profit organizations and major government agencies.
- Demonstrates ability to organize, direct and coordinate operations; in personnel supervision, the recruitment and retention of key personnel and board members; fundraising and budget management.
- Experience managing remote staff.
- Ability to build and work in coalitions and partnerships.
- Strong communication skills, both verbal and written.
- Ability to manage multiple tasks and to develop solutions to problems.
- Ability to establish and maintain effective working relationships with Foundation staff, board members, the Superintendent of Public Instruction, CDE, and other agencies.
- Ability and willingness to travel up to 30% of the time, mostly within California.

How to apply: Please submit resume and cover letter to [info@cdefoundation.org](mailto:info@cdefoundation.org). Applications will be accepted through April 15<sup>th</sup>, 2019. Salary is competitive and dependent on experience.