



CDE FOUNDATION

CEO Job Description

About Californians Dedicated to Education (CDE) Foundation

CDE Foundation works as a trusted partner with state education leaders and entities to create, resource, and implement solutions that result in a strong and valued public education system that serves EVERY student in California. At the CDE Foundation, CDE Foundation is a partner of, as well as a fiscal manager for the California Department of Education (CDE) providing means for philanthropy to invest directly in a public education system that serves nearly 6.2 million students.

For more information about our programs and work, please visit:

www.cdefoundation.org

Position Summary:

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 education policy, nonprofit management, and fundraising 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,

This leader must view education through an equitable lens and create a collaborative culture within CDEF. This leader must be adept at managing key funder, political and stakeholder relationships. CDE Foundation currently has nine full-time staff (including the CEO) disbursed throughout the state. The CEO must be based in California and occasional travel will be required to Sacramento and other locations for staff retreats, key partner events, or regional meetings.

Responsibilities:

- Overall strategic and operational responsibility for staff and programs of the Foundation, in alignment with the organizational mission and goals.
- Liaison and facilitate alignment between the Foundation and the California Department of Education shared priority initiatives.
- Requires an understanding of the complexity of labor management relations, oversight of a large annual conference and the California legislative and budget process.
- Experience with leading the development and execution of strategic plans that involve numerous stakeholders.
- Collaborate with the board of directors and staff to develop annual and long term organizational goals, secure and allocate resources.
- Provide oversight of staff and contractors and maintain strong operations in resource development (fundraising), human resources, accounting, grant administration and organizational communications.
- Lead staff/team development to ensure a collaborative equitable workplace is an ongoing priority and central theme of all work. Serve as mentor/coach to individual staff

CDE Foundation

548 Market Street

#PMB 75621

San Francisco, CA 94104

www.cdefoundation.org

Board of Directors

Nancy Kirshner-Rodriguez
Chair

Janet Auer

Terri Gomez

Paul Granillo

Erika Jones

Ken Maxey

David Rattray

Curtiss Sarikey

Socorro Shiels

Gerald Solomon

- Identify and evaluate statewide and local partnership and resource development opportunities.

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. The fiscal year 2022 budget is \$6.3 million.
- Manage cash flow in conjunction with the COO.
- Work with COO and treasurer to ensure accurate presentation of finances to board and any future recommendations for investments of funds.
- 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 and university partnerships, and philanthropic organizations.
- Develop and maintain partnerships including board members, individuals, elected and appointed leaders, corporations, and foundations.

Communications, Marketing and Public Relations:

- Serve as the spokesperson for the organization. This includes responding to media inquiries, 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/Background Desired:

- Master's degree or at least 10 years of experience in a C-Suite or leadership position in the educational or non-profit fields preferably with a strong understanding of the statewide education landscape.
- Financial acumen to manage a complex budget of similar size with multiple funding sources.
- Considerable knowledge of the principles and practices of non-profit organizations and major government agencies.
- Desire to work for a mission-driven organization that makes a positive difference, particularly in California public education. Commitment to far-reaching, equitable, and inclusive impact. Ability to thrive in a fast-paced, collaborative, feedback-driven, and learning environment. Prioritizes social justice- including racial and gender equity – as an organizational operating principle and is committed to co-cultivating a team environment that embraces learning on issues related to race, gender, equity, diversity, inclusion, and belonging.

- 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.
- 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.

Salary and Benefits:

- The salary range for this position is \$175,000 to \$200,000
- CDE Foundation offers a full range of benefits for employees and their qualified dependents including but not limited to the following:
 - 100% coverage of employee health benefit premiums
 - A company-sponsored 401K plan
 - Vacation, sick leave, paid holidays

Californians Dedicated to Education Foundation is an Equal Opportunity Employer. Applicants who contribute to a diverse work environment are strongly encouraged to apply.

Interested candidates should submit their resume and cover letter to michaelbutler@healthmanagement.com.

We are also asking all candidates who previously applied to resubmit to the new email.
The deadline to apply has been extended to August 19, 2022.