

EXECUTIVE DIRECTOR (Northern California)

Reply to: cmcneil@calpal.org

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ABOUT CALIFORNIA POLICE ACTIVITIES LEAGUE (CALPAL)

CALPAL is a non-profit agency serving 110 separately incorporated chapters each year in locations throughout California. For over 45 years, CALPAL has been meeting the needs of underserved youth with athletics and activities through the chapters and directly with programs such as soccer tournaments, "Life After High School, and the Mentoring Leadership Academy to reduce juvenile crime. Since 1971 CALPAL has become the largest provider in California for youth development programs now directly involving 300,000 youth ages 8-18.

CALPAL is poised for growth, ready to expand its capacity to meet a constantly increasing need for services and its ability to raise funds to support those services. The Board of Directors is active and committed. Our 3 staff members are experienced and long-tenured. CALPAL is financially stable with adequate reserves.

CALPAL is seeking an Executive Director with the ambition to take the agency to the next level while maintaining the high-quality programs it currently provides. The ideal candidate will be adept at promoting growth on all levels, while expanding the agency's fundraising capacity to support this growth.

JOB TITLE: Executive Director

ACCOUNTABILITY: Board of Directors

DIRECT REPORTS: Staff members report to the Executive Director: Program and Technology Director, Development Director, Executive Assistant, Bookkeeper.

QUALIFICATIONS

- Bachelor degree with advanced education preferred.
- Five or more years of increasingly responsible experience in a nonprofit youth development agency (or comparable private or public-sector experience).
- Demonstrated ability to develop and implement a budget; ability to understand and translate financial information and goals to staff and Board.
- Demonstrated ability to design, develop and implement programs with public and private sector partners.
- Demonstrated entrepreneurial ability.
- Demonstrated ability to develop relationships with new donors; ability to raise significant funds from new and existing sources.
- Demonstrated ability to lead a strategic planning process and implement a strategic plan.
- Demonstrated management skills; successful experience managing staff.
- Demonstrated ability to work with Government Agencies and Legislative Representatives.

- Knowledge of Law Enforcement Agencies, City Commissions and community youth programs.
- Successful experience working with a board of directors.
- Demonstrated knowledge of communications and marketing strategies.
- Excellent leadership; excellent interpersonal skills.

DUTIES AND RESPONSIBILITIES

- Lead the agency in the design, development and implementation of programs that embody the mission and vision.
- Lead the agency in the development and implementation of the strategic plan.
- Develop and implement policies, procedures and programs to achieve effective resource allocation and enhance revenue.
- Work with the Board of Directors to assure the financial integrity of the agency.
- Work with the Board of Directors in policy development and decision-making processes.
- Keep the Board informed of all material issues affecting the agency.
- Lead the budget development process.
- Provide leadership and vision to develop a sense of purpose and motivation and to encourage professional growth.
- Ensure compliance with all regulatory, legal, contractual, and accreditation bodies.
- Ensure that personnel management is in accord with written policy and regulatory requirements.
- Develop and maintain critical alliances, partnerships and other agency affiliations in both the private and public sector.
- Lead in the development of ongoing support from the corporate and private community.
- Serve as primary spokesperson and representative for the agency.

OTHER

Classification: Full-time, exempt, benefited

Compensation: Commensurate with background and experience

\$75,000-\$85,000 to start with incentive compensation up to \$10,000 additional

CONTACT

Interested individuals are invited to email a letter of interest and a résumé as attachments to listed email -cmcneil@calpal.org

Any attachment you send should include your name, such as "yourname_resume.doc" or "yourname_cover_letter.doc." Microsoft Word documents preferred. Please no calls, faxes or mailed hard copies.