

COMMUNITY RESOURCES FOR CHILDREN

Position Announcement

Established over 35 years ago, Community Resources for Children seeks a highly qualified, motivated, and adaptive candidate to fill the Executive Director position. Community Resources for Children is a nonprofit, community-based organization providing resources for the early care and education of children throughout Napa County. The ideal candidate will have a background in working with children and family services and have strong administrative, personnel, and fiscal management abilities. The candidate will have a comprehensive understanding of the role of nonprofit agencies in the human services community along with the ability to act as a strong liaison with other children and family related community organizations. With an annual budget of over \$3,000,000.00, the Executive Director will work with Board members and staff to ensure the successful delivery of the agency's 15 family services programs consistent with the mission, vision, and policies of the agency.

Qualifications:

Administrative

- Demonstrated leadership and personnel management ability
- Excellent organizational skills
- Ability to adapt quickly and efficiently to change
- Ability to delegate, prioritize and to meet deadlines
- Ability to manage complex internal operations and external relations

People Skills and Communication

- Endowed with high energy and the ability to motivate staff to achieve their personal best
- Dedicated to staff development and growth
- The ability to bring diverse people and ideas together to create collaborative projects
- Commitment to shared leadership and the ability to successfully lead a management team
- Demonstrated experience in building partnerships and collaborations with community partners
- Strong public speaking skills

Fiscal and Fundraising

- Proven financial management including budget development
- Demonstrated ability to raise funds from both individual donors and private foundations
- Ability to identify prospective donors and potential funding sources
- Demonstrated grant writing skills

Strategic Planning

- The ability to facilitate strategic planning
- History of leading organizational growth and facilitating high levels of mission achievement

Education and Experience

- Master's Degree (preferred) in field related to children's services
- Minimum 3 to 5 years in a management role
- The ideal candidate will have knowledge of state funded services for children and families with a focus on early childhood education.
- Bilingual/Spanish a plus

Compensation commensurate with experience and education and includes a competitive benefit package. Current salary range is \$75,000.00 to \$95,000.00. Recruitment is open January thru February 2015. Proposed start date and transition training is July 2015.

"The mission of Community Resources for Children is to provide resources for the early care and education of children in Napa County"

EQUAL EMPLOYMENT OPPORTUNITY Community Resources for Children believes that all persons are entitled to equal opportunity and that personnel or management decisions should be based on merit, qualifications, and the legitimate needs of the agency, and that the best qualified applicant or employee should be selected. The agency does not discriminate against its employees or applicants because of race, color, religion, sex, pregnancy, national origin, ancestry, marital status, mental or physical disability (including HIV and AIDS), affiliation, medical condition (including cancer or genetic characteristics), sexual orientation, age, citizenship or any other classification protected by local, state, or federal law. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, training, promotion, compensation, discipline, and termination or any other personal action. All such discrimination is unlawful.

Application Procedure

Each applicant must submit in writing the following:

- Cover letter
- Current resumé
- Completed Community Resources for Children Application which is attached.
[Important Note: Please answer all questions on the application completely. The information on your resumé is not a substitute for any information requested on the application.]
- Responses to the Supplemental Questions which are attached.

All information gathered in this employment process will be kept strictly confidential.

Please send this information to:

Community Resources for Children
3299 Claremont Way, Suite 1
Napa, CA 94558
Attn: Human Resources

or via email (preferred) to:

jobs@crwnapa.org