



Career Opportunity

CHIEF EXECUTIVE OFFICER

Child Development Resources of Ventura County, Inc. a private, non-profit, community-based organization dedicated to the development of programs that strengthen and improve the well-being of children and families within Ventura County is seeking an experienced leader, reporting to the Board of Directors, to 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 staff.

Responsibilities include, but are not limited to:

- Develop, approve and implement integrated corporate policies and operating procedures designed for meeting the goals and objectives of all corporate programs.
- Develop refunding proposals for existing CDR programs, directly or through designated staff, and submit to the Board and/or Policy Council.
- Seek opportunities and support at the local, state, and federal levels for CDR programs through additional funding, networking with others, and appropriate visibility.
- Oversee the development, integration and preparations of all program budgets, monitor program expenditures, review and evaluate program and fiscal operations, and establish internal controls.
- 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.
- Represent CDR on local, state and federal levels.
- Oversee development and updating of personnel policies and recruitment and hiring of all CDR staff.
- Strategically assess and re-evaluate CDR's community needs, goals, and objectives.

Required Education and Experience

The ideal candidate shall possess a minimum of a *master's degree with specialization in public administration, early childhood education, public health, social services or related field with a 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. **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.*

Salary/Benefits

\$139,342 - \$187,000. Salary is commensurate with experience and qualifications. The benefit package includes paid vacation, sick, and personal leave, 12 holidays, employee major medical, dental and vision, short term and long term disability, long term care, life insurance, profit-sharing retirement plan and a voluntary 403(b) tax sheltered annuity plan.

Application Information

Complete and submit an official CDR application by **March 3, 2017** to:

Child Development Resources

221 E. Ventura Blvd.

Oxnard, CA 93036

805-485-7878 Ext.0 FAX (805) 278-0775

Full job description and application form are available at www.cdrv.org

Equal Employment Opportunity Employer