



California Women Lead[®]

ENGAGE • APPOINT • ELECT

TITLE: CEO & Executive Director

ORGANIZATION: California Women Lead

LOCATION: Sacramento, CA

REPORTS TO: CWL Board of Directors

California Women Lead's primary mission is to increase the number of women in elected and appointed office at all levels of California government – state, county and city. We are a statewide, nonpartisan network of citizen, business and government leaders. Our successful programs include leadership trainings and workshops, providing the tools women need as office holders, community advocates and policymakers.

California Women Lead is focused on giving all women, regardless of political affiliation, the opportunity to grow as leaders – personally, professionally and politically. We provide a respectful environment where women can learn from each other, educate each other, and support each other in their personal and professional leadership journeys.

California Women Lead fosters relationships among leaders from different backgrounds and political parties, increases the involvement of women in their local communities, encourages women to develop their leadership potential and, enables women to realize that they have a right and responsibility to be involved in the decision-making processes of their community and effect change. California Women Lead members believe that elected and appointed boards and commissions should be as diverse as California's population. Over the years, California Women Lead has hosted hundreds of Appointments Trainings and trained thousands of women from all parts of the state. Many women currently serving in elected office at the local, state or national level attribute their success to their involvement with California Women Lead. Our programs give women the information they need to be successful in their leadership endeavors and fosters relationships among women from different backgrounds, socioeconomic levels and political affiliations in hopes of creating lasting networks that can enable sustainable change. California Women Lead programs are not only meant to give practical advice on how to be successful leaders, but to also inspire women to find their personal leadership potential.

In the last five years, the organization has hosted empowerment days, leadership conferences and celebrated with Governor Jerry Brown his appointments – more than 50% of those serving in his administration were women.

The Opportunity

Reporting to California Women Lead's Board of Directors, made up of 12 members, the CEO & Executive Director is responsible for oversight of the organization implementing its mission and strategic objectives.

This is an excellent opportunity for an entrepreneurial professional who would like to lead this dynamic organization to even greater success. The ideal candidate will come with exceptional interpersonal skills, strong political instincts and a collaborative management style that serves to increase the visibility of the organization at the state and national level. This executive will have experience growing a diverse funding base to continue the important statewide work of offering trainings, coaching and leadership to women seeking to increase their civic participation.

This professional will have both a strategic and hands-on approach to leadership and operations, be adept at analysis, business planning, and have a demonstrated commitment to the California Women Lead mission and working with women from all political affiliations.

Responsibilities

Organizational Leadership and Management

- Manage, lead, and develop staff, volunteers and interns
- Serve as a compelling spokesperson for California Women Lead's vision, strategy and programs among board, staff, volunteers, donors, key stakeholders and the media
- Deepen and expand relationships with diverse funding sources, including foundations, corporations and individual donors
- Oversee all programmatic, operational, financial and fundraising activities of the organization
- Foster an organizational culture of results, learning, innovative thinking, responsibility, accountability and pride

Partnership Development

- Cultivate and maintain strong working relationships and strategic alliances with statewide organizations and associations from all political backgrounds who can collaborate with California Women Lead on its mission and goals
- Provide "outside-the-box thinking" on innovative partnerships and collaborations that stand to increase visibility and funding opportunities

Program Development and Delivery

- Build on successful statewide programs such as the Statewide Appointments Project, the Powerful Women's Network and Summit, the Women's Conference and the LEADership Academy to ensure continued growth and success
- Develop and execute new program creation while supporting current program growth

Fiscal Management

- Develop, manage and monitor organizational budget in partnership with the Board of Directors
- Strategically link revenues and resource allocation to expand the organization
- Present financial and organizational progress reports to the Board of Directors

Strategic Planning

- Develop a strategic plan in conjunction with the Board of Directors

Professional Experience/Qualifications

Experience:

- 8+ years of managerial and operational experience, including problem solving, fundraising and financial experience
- 4+ years of experience in a senior management role, including staff management and budgetary accountability
- 2+ years of political campaign or legislative/lobbying experience, preferably in California
- Proven fundraising abilities; demonstrated ability to cultivate, solicit and steward relationships with individuals, corporations and institutions, leveraging those relationships for broader support
- Experience empowering employees, retaining/developing staff and managing outside contracts
- Experience as a key spokesperson and public speaker

Skills:

- Outstanding oral and written communication skills, ability to publicly advocate on behalf of California Women Lead and its members
- Ability to meet multiple deadlines and balance multiple projects
- Financial management and analytical skills
- Visionary, creative and entrepreneurial abilities
- Ability to plan and execute on specific metrics to achieve development goals
- Ability to work effectively with representatives, advocates and professionals from diverse backgrounds
- Willingness and availability to travel, primarily within the state (estimated at 40% of time)

Personal Characteristics:

- Dynamic and charismatic leader who enjoys being the public face of an organization
- Commitment to encouraging and coaching women from diverse backgrounds in their leadership endeavors
- Deep-seeded understanding and experience working with a culturally and politically diverse membership base and board

COMPENSATION

A highly competitive compensation and benefits package and flexible work environment will be made available to the qualified candidate. Salary range: \$11,000 – \$12,500 per month.

TO APPLY

Interested candidates should apply by sending a resume and cover letter to the Search Coordinator at CaliforniaWomenLead@gmail.com, with “California Women Lead CEO & ED” in the subject line. The deadline for submission is Friday, April 5.

California Women Lead is an equal employment opportunity employer.