



**EXECUTIVE DIRECTOR
CIVICORPS
OAKLAND, CALIFORNIA**

EXECUTIVE SUMMARY

The Executive Director (“ED”) is the chief executive officer of Civicorps that includes Civicorps Academy High School, a Job Training Conservation services social enterprise and a Teamster Apprenticeship Recycling social enterprise. This position is responsible for directing all major functions of Civicorps, including strategic planning and vision, accomplishment of management objectives, program development and oversight, fundraising and resource development, fiscal management, infrastructure and operational controls, human relations management, leadership and liaison with the Board of Directors, staff and community, negotiation and management of contract relations, and presentation of a positive public image. The ED must be a dynamic individual who demonstrates vision, energy, skills and experience to lead and sustain a non-profit social enterprise. The ED will report to, work with, and be accountable to the Board of Directors and its Chair in implementing the vision and mission of Civicorps.

THE ORGANIZATION

Civicorps is a 501(c)(3) organization dedicated to education and job training programs serving Oakland and greater East Bay young adults, ages 18-26. Civicorps applies public and private funding and compensated public service revenues to offer high school classroom education and job training experience to prepare young adults to pursue a college education, vocational programs and/or embark on family sustaining careers.

KEY FUNCTIONS/RESPONSIBILITIES

- **Strategic Planning:** The ED ensures the evolution, implementation and monitoring of Civicorps’ Strategic Plan in concert with the Board of Directors. The ED ensures that Civicorps’ needs and interests are served in accord with the organization’s mission, strategic goals and by-laws.
- **Fiscal Management:** The ED supervises the development and monitoring of Civicorps’ budget of approximately \$8.7 million, and overall fiscal management of the organization. The ED is responsible for the financial integrity of Civicorps, including budget development, monitoring revenues and expenses, overseeing contracts and grant agreements to ensure compliance with funding and legal requirements, and providing accurate and timely financial reports for Board review. The ED maintains a balanced budget and takes corrective action to prevent fiscal loss or to preserve budgeted surplus.
- **Management Objectives:** The ED is ultimately responsible for Civicorps achieving its mission, goals and objectives. The ED is responsible for the oversight of all departments and divisions. The ED assures that all programs meet the performance targets and requirements of their funding sources.

- Program Development and Management: The ED shall ensure that the design of Civicorps' programs maximizes their usefulness based on the current landscape of the community and job market. Job training should equip participants with soft skills and habits which will lead to employment in jobs which can sustain individuals and their families. Educational programs must prepare students for successful accomplishment of high school and advancement into college and vocational programs. Programs offered should promote behaviors likely to develop collaborative skills and enhance employability.
- Fundraising and Resource Development: In collaboration with the Director of Development, the ED assists and advises the Board in resource development planning and execution, creating funding goals for operational funds and reserve needs. The ED is responsible for overall development of multiple funding sources consistent with Civicorps' mission, including identifying and cultivating potential philanthropic and public funding opportunities via creation of a case for funding Civicorps, and marketing Civicorps to funding entities. The ED, Director of Development and the Board of Directors will work together to secure funding for Civicorps.
- Operations Management: The ED acts to create a work and learning environment that enables staff to excel in their jobs by setting clear measurable goals and objectives and setting up a process to evaluate accountability. In order to lead, develop and inspire staff, the ED ensures that staff members have access to appropriate opportunities to enable them to fulfill the overall mission of Civicorps, as well as to achieve their own goals and objectives. The ED oversees the implementation of personnel policies and procedures, ensuring that Civicorps complies with all federal and state laws and guidelines.
- Board Relations: The ED is accountable to the Board of Directors and partners and engages with the Board to ensure the development and stewardship of the Civicorps Mission. The ED keeps the Board of Directors apprised of the status of the Civicorps community and potential changes in its environment and circumstances to maintain the overall health of the organization.
- External Relations and Public Image: The ED represents Civicorps in the local community and at state and federal levels. The ED ensures collaboration with a broad range of individuals and organizations for the purpose of fundraising, gaining support for Civicorps, and building and strengthening strategic alliances in the community and on a national and local scale. The ED works to maintain a positive, visible public image ensuring that Civicorps is recognized as a leader in the urban conservation corps and charter schools field, and a resource for job skills training and placement.

KEY PROFESSIONAL ATTRIBUTES

The ED must have:

- Demonstrated passion for and commitment to providing services to urban youth, as well as a deep personal commitment to national and community service.
- Minimum of five years of outstanding professional experience with management, external relations and programmatic experience of a medium to large scale non-profit organization.
- Bachelor's degree is required; advanced degree in a related field is preferred.
- Strong financial background with significant experience in budget development and oversight.

- Demonstrated ability to successfully manage a complex program, including proven leadership skills, the ability to create a positive environment and motivate, encourage, support and inspire staff and the Board of Directors.
- Demonstrated success in fundraising/development through the public and private sector, with excellent presentation and negotiating skills.
- Strong external advocacy skills; ability to cultivate and attract partners and funders; ability to work with a broad range of public agencies, private entities, non-profit organizations and diverse funding sources.
- Exceptional personal integrity and initiative and an ability to meet goals.

All questions about the Civicorps Executive Director position should be directed to:

Bill Zenoni, Interim Executive Director; Civicorps
bill.zenoni@cvcorps.org

To apply, please email a letter of interest and current resume before October 1, 2018 to:

civicorps.schools@cvcorps.org
Erica Brown, Human Resources/People Manager