



Executive Director

Job Description

ABOUT THE ORGANIZATION

The California Conference for Equality and Justice (CCEJ) is a human relations organization dedicated to eliminating bias, bigotry and racism through education, conflict resolution and advocacy. Since 1963, CCEJ has worked to transform communities and end discrimination, oppression and injustice. Our programs raise awareness, heal conflicts and bridge differences. They operate at two distinct levels: at the interpersonal level, changing hearts and minds with youth, adults and community leaders; and at the systemic level through policy shifts and engaging community to advocate for structural change. CCEJ works in many contexts where differences and conflict exist and can be resolved—in schools, businesses and neighborhoods. By embracing differences and striving for understanding and inclusivity, CCEJ seeks to build a unified, peaceful and safe Southern California, with justice for all.

With major strengths in social justice youth leadership development, implementation of Restorative Justice practices in schools and workplaces, interfaith dialogue, and building paths for conflict resolution and accountability beyond traditional systems, CCEJ serves over 7,000 people in four Southern California counties each year.

ABOUT THE POSITION

We are at an exciting place as an organization - deepening our programs and systems, while positioning ourselves for continued regional and national growth. Having greatly increased our programmatic impact and geographic reach in the past six years, CCEJ has also grown the size, staffing, and infrastructure of our organization. We are poised for future growth in this historic moment and are seeking a strategic and visionary Executive Director to amplify the successes of our 56-year history and move us into the next phase of our lifecycle.

The Executive Director will provide strategic leadership for CCEJ and guide the organization to develop new opportunities for program delivery, partnerships, and revenue generation. Experienced in navigating organizational change, the Executive Director will partner with CCEJ's Board of Directors and staff to build organizational sustainability and continue operating at an expanded depth and breadth of work. Serving as CCEJ's primary ambassador to external audiences, the Executive Director will build and manage relationships with strategic community partners, the philanthropic community, corporations, and the media throughout Southern California. Supported by a strong Leadership Team, the Executive Director will nurture a workplace culture that reflects and upholds in policies and practices, CCEJ's core values of equity, collaboration, personal and collective transformation, accountability, resourcefulness, and work of the highest quality.



RESPONSIBILITIES INCLUDE:

Strategic Visioning and Leadership (20%)

- Articulates a clear, long-term vision of CCEJ's evolving impact;
- Leads and mobilizes the Board of Directors, CCEJ Leadership Team, CCEJ staff, and other key stakeholders to develop and implement strategic vision;
- Develops and implements operating plans and a budget to advance strategic goals;
- Provides leadership in identifying current and emerging opportunities for CCEJ's mission and work to be recognized and uplifted;
- Regularly engages the Board of Directors and CCEJ staff in ongoing strategic thinking and planning including the development and implementation of a strategic operating plan that is aligned with CCEJ's mission and vision;
- Demonstrates a deep personal commitment to and personifies CCEJ's vision and mission and values through effective leadership;

Fund Development (20%)

- Works with the Board of Directors, CCEJ Leadership Team and CCEJ staff to develop clear, realistic, and diversified strategies for raising the funds necessary to support CCEJ's mission;
- Ensures that organization consistently attains or exceeds the fundraising goal for each fiscal year;
- Directs fund development activities in a manner consistent with CCEJ's strategic operating plan, leveraging community resources for success;
- Collaborates with CCEJ Leadership Team on all elements of the planning and execution of fund development strategies;
- Cultivates, solicits, and stewards relationships with local and regional corporate and business entities and identifies new opportunities for partnerships and sponsorships;

Board Relations & Development (15%)

- Communicates regularly with Board regarding organizational work and issues and seeks appropriate counsel and direction from Board;
- Supports Board in creating a working culture that is respectful, collaborative, curious, and learning-driven;
- Actively seeks to develop a Board that effectively furthers the CCEJ's mission by providing ongoing training and development for Board members;
- Strategically cultivates relationships with potential Board members that share CCEJ's core values, commitment to personal and systematic transformation, as well as reflecting the rich diversity of Southern California communities;
- Develops Board meeting agendas and schedules in collaboration with Board officers and Committee chairs;



External Relationship Building (15%)

- Builds relationships with key leaders in government, foundations, nonprofits, media, and corporations;
- With CCEJ Leadership Team, oversees efforts to enhance CCEJ's presence and visibility in Southern California through external communications, public relations and marketing efforts;
- Seeks out and represents CCEJ in relevant forums, conferences, and events;
- Develops strong media contacts to promote CCEJ in order to raise visibility and community awareness of organizational mission and work;
- Develops relationships with like-minded organizations to promote collaboration when possible;

Fiscal Oversight (15%)

- Works closely with CCEJ Leadership Team to create and maintain a healthy financial standing including managing cash flow for the organization, managing relationships with financial institutions and donors, and overseeing the budgeting process;
- Ensures the organization's financial resources remain within approved budget, and makes every effort not to allow expenditures to exceed revenue;
- With CCEJ Leadership Team, plans and implements timely process for developing the annual budget, operating plan, monthly financial reports and close out package by required deadlines;
- Provides oversight to all financial management systems so they are operated consistent with CCEJ's policies, procedures, practices and internal and external audit standards;

Operations and Administration (10%)

- Ensures the development and maintenance of an organizational culture that promotes positive staff relationship building, appreciation, and professional development;
- Oversees the management and development of CCEJ's systems of policies, internal controls, and procedures around administrative and programmatic operations;
- Ensures that CCEJ staff and volunteers are managed in a manner consistent with CCEJ's policies, practices and procedures, and particularly with CCEJ's commitment to equity, inclusion, and restorative justice practices;
- Assures filing of all legal and regulatory documents and monitors compliance with federal, state and local laws and regulations;

Staff Supervision (5%)

- Directly supervise two senior leadership level positions - Director of Development and Associate Executive Director;
- Provide on-going support, coaching, and professional development for direct reports;



QUALIFICATIONS

The successful candidate will demonstrate the following:

Required

- Highly experienced in professional nonprofit management in the areas of strategic visioning, board development, fund development, financial oversight, human resources and communications;
- Significant fundraising experience and demonstrated success in cultivating corporate and major donor relationships;
- Strong demonstrated commitment to CCEJ's mission and work;
- Experience and proficiency working on social justice issues in a range of settings such as teams, organizationally, or with external partners;
- Advanced strategy and planning skills, including an ability to think strategically on both organizational and systemic levels over multi-year horizons;
- Experience leading in a highly collaborative and transparent manner with staff;
- Demonstrated experience working in a respectful and collaborative manner with marginalized communities targeted by the systemic inequities, such as people of color, LGBTQI+ communities, youth, people with disabilities, religious minorities, and immigrant communities;
- Strong interpersonal and active listening skills;
- Demonstrated experience effectively building relationships with Board of Directors, staff, and key stakeholders such as donors, youth, school and government partners;
- Proficient in using computer software programs (Microsoft Office Suite, Adobe Acrobat) and social media tools;
- Strong ability to be self-motivated in executing work responsibilities;
- Highly organized, proactive and detail-oriented, with the ability to effectively and efficiently manage deadlines and multiple tasks;
- Experience and comfort with public speaking and representing an organization to the media;
- Ability and willingness to regularly work weekends and evenings;

Preferred

- Experience with Restorative Justice practices;
- Experience with anti-bias/anti-oppression education.

SALARY & BENEFITS

Salary range is \$120,000 - \$130,000. This position is full time, exempt. Compensation is based on experience. Benefits include medical, dental, vision, Life/ADD/LTD insurance, 403b retirement matching and generous vacation, sick and wellness accrual, as well as funded professional development.



APPLICATION PROCESS

Please send a cover letter and resume to <https://www.ziprecruiter.com/job/09adfb70>.

Unfortunately, we are unable to accept direct inquiries about this position (emails, phone calls, etc.) Please submit your information following the process. Thank you in advance for your interest.

Our work is focused on building individual and collective power to end structural forms of oppression and cannot happen without all of us. For this reason, CCEJ strongly encourages and welcomes applications from LGBTQI+ people, women, people of color, people from working class backgrounds, religious minorities, and people with disabilities.