



Executive Director/Chief Executive Officer

Job Description

Title: Executive Director/Chief Executive Officer

Reports to: CCS' Board of Directors

FLSA Status: Exempt

Wages: \$150,000.00/annual salary

Job Type: Full Time

Department: Administration

Location: Pacific Beach Office

Note: Any offer of employment made by CCS is contingent upon providing CCS with valid, accurate, and truthful proof of COVID-19 vaccination. An applicant's conditional offer of employment will be rescinded if the applicant fails to provide proof of vaccination or does not have an approved exemption by the anticipated employment start date. An applicant may qualify for an exemption from the COVID-19 vaccination requirement if they are unable to receive any COVID-19 vaccine due to qualifying medical reasons or based on sincerely held religious beliefs, practices, or observances.

CCS Summary: Since 1969, Center for Community Solutions (CCS) has been creating safe and healthy communities with a core emphasis on the prevention and intervention of sexual assault and relationship violence. Our mission is to end relationship and sexual violence by being a catalyst for caring communities and social justice.

Position Summary: The Executive Director/CEO is the leader of the organization, establishing a vision that is achieved through the efforts of a diverse team of high-performing leaders, staff, and volunteers. This role provides oversight for the administration of CCS' trauma-informed programs and operations under the direction of the Board of Directors. The Executive Director/CEO possesses a high level of broad business and management skills and is effective at generating resources and financial support for the organization. This role is responsible for the overall impact that CCS has in the community, breadth of community presence, relationship building, and strategy. The Executive Director/CEO is responsible for ensuring that Diversity, Equity, and Inclusion are woven into every aspect of decision-making.

Job Responsibilities

Organizational Leadership & Strategy

- In collaboration with the Board of Directors, creates, develops, and implements a strategic plan that aligns CCS programs and activities with CCS' core values, mission, vision, and long-term goals.
- Responsible for the overall management and leadership of the organization including operations, programming, partnerships, advocacy, fundraising, communications, and finances.
- Effectively collaborates with the executive team to improve organizational efficiency and capacity.
- Invests in recruiting, engaging, developing, and retaining a high-quality workforce.



- Works with Board leadership to develop and implement ongoing strategies that support Board recruitment, engagement, good governance, and cohesiveness.
- Facilitates and leads discussion and deliberation on new opportunities and policymaking that align with CCS' strategic vision.
- Responsible for the overall management and development of prevention and intervention programs.
- Develop and cultivate an active, engaged, and diverse Board of Directors, Governance Committee, Advisory Board Committee, Executive & Finance Committee, and other committees of the Board.

Financial Management and Fund Development

- In collaboration with the Board of Directors, develops and implements a comprehensive fund development strategy, leveraging existing revenue streams for growth and creating new opportunities for funding to support the CCS' programs and services.
- Establishes a financial strategy, aligned with the overall vision of the organization, that ensures sustainability, healthy cash flow and adequate reserves.
- Cultivates fiscally sustainable relationships with foundations, corporations, major donors, and prospects, taking a leadership role in developing donor engagement strategies.
- Sets annual fundraising goals and ensures CCS' budget is being appropriately administered.
- Participate in setting and ensuring the achievement of revenue budget, forecast, and targets.
- Develop and enhance community partnerships with the public and private sectors to build collaborative relationships.

Community Engagement and Advocacy

- Responsible for maintaining positive public relations, including fostering, and maintaining excellent relationships/partnerships with donors, corporations, higher-education institutes, government entities, businesses, media, funding sources, and community partners.
- Oversees a robust communications strategy, bringing awareness to CCS' mission, engaging donors, and increasing overall reach in the community.
- Represent CCS at community events during media interviews and donor cultivation meetings.
- Generates opportunities to regularly engage with members, donors, and the Board to improve services and generate increased community involvement.
- Acts as an advocate for CCS services within the community.

Qualifications

The ideal candidate will be a proven nonprofit executive with 15+ years' experience in general management roles. The CEO will have a breadth of cross-functional leadership skills including community relations, marketing, operations, and building key customer relationships.

The CEO will be an effective team builder who is results-driven and able to bring out the best in people while leading by example. Furthermore, they must be a charismatic spokesperson and an excellent communicator who radiates compassion, integrity, and loyalty to CCS and its respective partners, employees, and the community at large.



Job Requirements

- Significant prior experience in a nonprofit Executive leadership position for an organization with an annual operating budget greater than \$5M required.
- Bachelor's degree or equivalent professional experience. Master's degree in business, nonprofit management, social services, or a related field preferred.
- A minimum of 7 years' experience in progressively responsible roles within senior management positions.
- Demonstrated fundraising success with major donors, private foundations, and community partnerships.
- Demonstrated success in creating and implementing a strategic plan, as well as forming strong community partnerships.
- Demonstrated experience in risk management, with an emphasis on addressing strategic, financial and community implications.
- Demonstrated belief in and a commitment to continued professional growth and development of employees, volunteers, and a Board of Directors.
- Ability to lead operations and collaborate with staff, work with diverse groups of people and a wide range of faiths, beliefs, ages, cultures, and experiences.
- A passion that aligns with CCS' core values and mission.

CCS is an equal opportunity employer that strives to create an inclusive environment and a diverse workforce from all backgrounds, abilities, and cultures.

TO APPLY: Please submit your resume and cover letter to HR@ccsd.org