



## California Human Development Job Description

**EMPLOYEE NAME:**

**JOB TITLE:** Chief Executive Officer

**DEPARTMENT/DIVISION:** Executive Office

**REPORTS TO:** Board of Directors

**FLSA STATUS:** Exempt

**LOCATION:** Santa Rosa

**REVISED DATE:** 01/06/2025

**Summary Description:** The Chief Executive Officer (CEO) of California Human Development implements the mission and strategic goals and objectives of the organization. California Human Development is a non-profit, community based, 501(c) (3) that provides a variety of human service programs in northern California. The CEO enables the Board to fulfill its governance function. This position has oversight of the agency leadership and operations to advance the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives.

**DUTIES AND RESPONSIBILITIES:**

- Board Administration and Support - Supports the Mission of CHD and the volunteer tri-partite governance structure by advising and informing Board members, interfacing between Board and staff, and informing and supporting Board's evaluation of the progress of the strategic plan, Chief Executive Officers evaluation, and key financial and program benchmarks.
- Program, Product, and Service Delivery -- Oversees design, marketing, promotion, delivery and quality of CHD's business divisions and programs, products, and services. The business divisions include:
  - >Affordable Housing development and management.
  - >Farmworker Services for Migrant and Seasonal Farmworkers' Workforce Development.
  - >Community Services, including Immigration and Citizenship Services and Day Labor Centers.
- Financial, Tax, Risk, and Facilities Management -- Recommends a yearly budget for Board approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations. Ensure that required audits and tax filings such as Form 990 are completed on a timely basis.
- Fundraising -- Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funding sources, submitting proposals, and administrating fundraising records and documentation.
- Fund Development -- Ensures the financial resources necessary to accomplish the organization's mission by identifying both public and private resources; establishes strategies to approach these resources, including the cultivation of private donors; obtains resources and uses them effectively in accordance with CHD's mission; and appropriately tracks sources and uses of funds and acknowledges and thanks CHD's supporters.

- Human Resources Management -- Effectively oversees the management of the human resources of the organization, according to authorized personnel policies and procedures that fully conform to current laws and regulations, including employee recruitment, evaluation, retention, compensation, development, and safety.
- Community and Public Relations -- Assures the organization and its mission, programs, products, and services are consistently presented with strong, positive images to relevant stakeholders and partners.
- Advocacy-- The CEO must be an ardent supporter of the company and the clients served by CHD, promoting its values in all relevant spheres and maintaining its standing in the community.
- Administration – Effectively oversees the management of the corporate administration, including facilities, contracts, and resources.
- Ethics -- Must comply with the Corporate Business Ethics and Code of Conduct policies.
- Performs other duties as assigned by the Board of Directors.

### **Supervisory Responsibilities**

Manages the Executive Team which includes the Chief Operations Officer, Chief Administrative Officer, Chief Financial Officer, IT Director, and the Community Services Division Director. Is responsible for the overall direction, coordination, and evaluation of the corporation. Fulfills supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, training, and supervising employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

### **Required Skills and Abilities**

- Ability to travel to various locations in the service region and to represent CHD within and outside the State of California.
- Must demonstrate knowledge of one or more of CHD's business lines including Farmworker Services, Workforce Development, Affordable Housing, and/or Community Services, including familiarity with client needs, successful program and service protocols, revenue streams, funding partners, and programmatic and fiscal reporting.
- Must have demonstrated ability to work in a leadership capacity in a multi-funded, regional, non-profit or 501(c) (3) environment, including working with a non-profit volunteer Board of Directors, and with stakeholders and volunteers.
- Ability to communicate effectively verbally and in writing with individuals and groups, including public speaking.
- Ability to conduct effective public and business relations.
- Ability to read, analyze, and interpret general services contracts or governmental regulations in English.
- Ability to understand, analyze, and utilize budgets in the decision-making process.
- Excellent cognitive reasoning to perform complex transactions with a high degree of accuracy.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization and information exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Possess a resolute interest in serving disadvantaged people. Possess a caring attitude towards fellow employees, clients served, and stakeholders.
- Ability and desire to inspire, motivate, and lead individuals.
- Ability to recognize and manage personal bias and promote equity, diversity, and inclusion.
- Computer literacy in Microsoft Office programs.

**Education and/or Experience**

- Bachelor’s Degree in a relevant field such as Business or Public Administration, Social Work or related social service field is required.
- Master’s Degree preferred.
- Minimum of five years of executive/upper management experience in:
  - The general field of administration of public and privately funded programs, programs to assist low-income individuals and a wide variety of community services (Areas such as: personnel supervision, program planning and policy, budgeting and fiscal controls, management information systems.) and with Community Based Organizations.
  - Networking with local, state, and federal political and advocacy groups.
  - Writing effectively and making public presentations.
  - Coordinating multi-funded activities.
  - Experience with and knowledge of Department of Labor programs or other government funding sources.
- Relevant experience in lieu of education.

**Certificates, Licenses, Registrations**

- Must possess a valid California drivers’ license, proof of auto insurance, and be insurable under agency policy if driving a company or personal vehicle.

**Physical Requirements**

Regularly: Stand; Walk; Sit; Manual Dexterity

Frequently: Reach with hands and arms

Occasionally: Climb or balance; Stoop, kneel, crouch, or crawl; Taste or smell

Vision: No special vision requirements

**Work Environment**

Noise level: Moderate noise (examples: business office with computers and printers, light traffic)

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. All employees are to maintain a positive work atmosphere by acting and communicating in a manner so that you have a good relationship with customers, clients, co-workers, management, and stakeholders. Employment at CHD is **at will**. This means employment is for an indefinite period of time and it is subject to termination by the employee or by CHD, with or without cause, with or without notice, and at any time.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

