

# **California Child Development Administrators Association (CCDAA) Position Description**

**Position Title:** Executive Director

**Location:** Sacramento, CA

## **Organization**

The California Child Development Administrators Association (CCDAA) has a successful 63-year history of developing and providing leadership that supports publicly funded early care and education programs for children from birth to 13 and their families.

For the first time in our history, our Membership is seeking an Executive Director. CCDAA is an association of vibrant, enthusiastic administrators that manage children's care and developmental programs. These programs are funded primarily by the California State Department of Education, Child Development Division. In the service of California's children, CCDAA sponsors annual legislation that seeks to improve the lives of children and their families, provides technical training and support to member organizations and their staff, and organizes networking venue for child development administrators.

CCDAA is seeking a dynamic, bright and articulate leader who will serve as our constant voice, face and contact in Sacramento. The Executive Director will interface with association members, other like association personnel, representatives of the California State Legislature, State Department of Education officials and other appropriate professionals. Throughout CCDAA's history, an Executive State Board elected from the association membership has administered the association. The membership of this State Board is made up of dedicated professionals who manage their respective State funded programs, in addition to accomplishing their assigned board tasks. In hiring an Executive Director, it is CCDAA's belief that the Association will become more constantly focused and intentional in its work on behalf children and their families.

## **Purpose**

The Executive Director's role at the California Child Development Administrators Association (CCDAA) exists to support the Board of Directors in fulfilling the mission, guiding principles, goals and objectives established by the statewide membership.

## **Reporting Relationships**

The Executive Director will report to the State Board. CCDAA currently has one (1) paid staff member who will report to the Executive Director. Additionally, there is one (1) Legislative Advocate (consultant) who will have a peer relationship with the Executive Director and who will report directly to the State Board for the foreseeable near term.

## **Duties and Responsibilities**

### Association Management and Organization

- Represent the CCDAA locally and nationally on issues related to the CCDAA's mission.
- Coordinate media and public relations efforts.
- Be responsible for preparing and presenting monthly reports to the State Board and to support and participate in State Board meetings as directed.
- Support the strategic planning process of the Board, as well as report on the implementation of the CCDAA's strategic goals.
- Oversee organization record-keeping and financial reports.
- Recruit, train, supervise, and evaluate all CCDAA staff as directed by State Board.
- Manage and oversee various tasks or special project committees as directed.

### Funding Development

- Work to ensure fund development in excess of \$200,000 per year from non-dues income to support the continued work of the organization (access other funding sources to support CCDAA goals and objectives).

### Program Management and Membership Development

- Work collaboratively with association members and staff to develop, plan and coordinate efforts that support and ensure ongoing funding for child development programs.
- Develop and support communication systems that support CCDAA members in their ability to obtain up-to-date information on critical issues, projects, updates and other pertinent issues.
- Facilitate the coordination and expansion of CCDAA sponsored Technical Assistance training programs.
- Act as liaison between member agencies and public funders.

## **Duties and Responsibilities (continued)**

### Legislative Interface and Advocacy

- Work in coordination with the Legislative Advocate and the Board to expand advocacy efforts to protect and develop funding for children in California.
- Develop and foster productive working partnerships with child advocacy organizations, local grassroots legislative representatives, provider groups and funding resources.
- Work with funders, stakeholders and CCDAA member agencies to jointly solve service problems and improve the quality of service delivery throughout the State.
- Coordinate meetings with various community and advocacy groups.
- Monitor on a regular basis Federal and State funding and child care data trends.

## **Qualifications and Professional Skills**

- Bachelor's degree with an emphasis on child development, public policy, public administration or other human services field or equivalent.
- Demonstrable skills in association management, regional and statewide organizing and group policy development. Someone with a minimum of 8 to 10 years of progressive work experience including program operations and supervision, fiscal management, and public affairs. A minimum of 3 years working within a non-profit organizational environment.
- Knowledge of non-profit funding development and track record of results.
- Ability to plan and organize; establish work plans; research, compile, and analyze data; make and implement recommendations; and conduct a 360 degree feedback process to ensure continuous improvements.

## **Competencies and Personal Characteristics**

- Displays professional decorum in representing the CCDAA and maintains a high level of confidentiality with CCDAA members.
- Possesses excellent verbal and written communication skills, with an emphasis on diplomacy.

### **Competencies and Personal Characteristics (continued)**

- Facilitates collaborative partnerships, experienced working with diverse and multiple community interests, makes presentations to various audiences and facilitates work groups.
- Awareness of the child development delivery system within the State of California, highly desirable.
- Knowledge of the legislative system and processes coupled with familiarity with State funding conditions and contract compliance.

### **Salary**

Commensurate with the duties and responsibilities described above, CCDAA will provide a competitive base salary ranging between \$80,000 to \$90,000 depending on the qualifications of the successful candidate. A performance based bonus potential is currently under discussion and development. As well, this position is eligible to receive a company-sponsored benefit program.

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### **Contact Information**

For further information on this opportunity, or to confidentially nominate prospective candidates, please contact:

**Moira LaMountain**  
LaMountain & Associates  
(831) 384-3411 (voice)  
(831) 384-3412 (fax)  
**moira-gene@worldnet.att.net**

For additional information about the California Child Development Administrators Association (CCDAA), please visit our web site at <http://www.ccdaa.org>.

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