

CALIFORNIA COMMISSION ON THE STATUS OF WOMEN AND GIRLS
EXECUTIVE DIRECTOR

The California Commission on the Status of Women and Girls (Commission), a nonpartisan state agency, was created to study policy areas for the purpose of examining any laws, practices, or conditions concerning or affecting women and girls which impose special limitations or burdens upon them or upon society, or which limit or tend to limit opportunities available to women and girls. The Commission provides information resources on issues that affect the lives of women and girls.

LOCATION: Sacramento, CA

GENERAL DUTIES

The Executive Director, serving in an exempt position, is hired by the Commission and serves at the pleasure of the Commission. In order to reduce the Commission's dependence on state funding and enable the Commission to fulfill its mandate, a priority duty will be to develop a comprehensive strategy to attract financial support from private donors. The director shall perform the duties outlined in this job announcement and other duties as the Commission shall assign. Institute, direct and monitor proper management, fiscal and personnel controls.

Ideal Experience:

- Recommend a minimum seven years of experience in executive-level management at an advocacy organization; non-profit; local, state or national agency; or as head of a women's program in an accredited college or university.
- Ability to advocate for women and children and form partnerships.
- Experience working with state and local government and providing public testimony.
- Experience in strategic planning and budget development and oversight.
- Ability to develop fundraising goals and implement fundraising plan.
- Proven talent and history of being an exceptional manager of high performing teams; a leader who sets high expectations, motivates others to strive and mentors them to achieve their goals.
- Degree from an accredited 4-year college or university in nonprofit management or business administration, education/public administration is desirable.

Critical Competencies for Success:

- Working well with and cultivating connections and collaborations with the state legislature and other state government offices on issues of importance to women and children, particularly in difficult economic times.
- Working collaboratively with women and children's organizations of all types across the state, convening and coordinating services and advocacy.
- Experience in financial planning and budgeting, team-based management and administration.
- Ability to perform high level, complex media and public affairs activities and represent the public relations interests of the Commission.

Other Personal Characteristics:

- Knowledgeable, passionate, and committed to women and children's issues.
- A collaborative, team-oriented leader with highly developed relationship building skills; adept as an influencer and consensus builder.
- Creative, versatile, intuitive, and driven; mission oriented.
- Able, timely communicator and fundraiser.
- Strong, self-motivated leadership, management, organization and administration skills.



PUBLIC EDUCATION DUTIES

- Develop recommendations and timelines to establish the Commission as a central information center on issues that affect the lives of women and girls.
- Plan and direct program development to meet the Commission's objectives in each of the following policy areas:
 - (1) Gender equity in the media,
 - (2) Educational needs of women and girls,
 - (3) Gender in the workplace and employment,
 - (4) Health and safety of women and girls,
 - (5) Women in the military, women veterans, and military families,
 - (6) State laws in regard to the civil and political rights of women, including pensions, tax requirements, property rights, marriage and dissolution of marriage provisions, and similar matters, and
 - (7) The effect of social attitudes and pressures and economic considerations in shaping the roles to be assumed by women in society.
- Plan, shape and direct comprehensive external public relations and communications program.

ADMINISTRATIVE DUTIES

- Manage projects and administer day-to-day operations and programs.
- Identify options and present recommendations regarding infrastructure and operational needs of the Commission, to include low-cost/no-cost office space, contract fiscal services, human resource services, and IT services.
- Conduct long-range program planning and develop the Commission's annual program proposal and budget recommendations for the review and approval of the Commission Board.
- Prepare for the approval of the Commission Board, an annual report on the Commission's activities for the program year.
- Plan, arrange, attend and staff all meetings of the Commission including preparation and distribution of minutes, fiscal reports and draft the agenda with direction from the Chair and the Executive Committee. Organize and schedule all presentations to the Commission.
- Plan, arrange, attend and staff, as required, all advisory, subcommittee and ad hoc committees.
- Coordinate and schedule all Commissioners Meetings.
- Issue timely announcements and/or notices as required by law.
- Maintain a master calendar of all Commission meetings, deadlines and activities.
- Assist Commissioners in completing training and other responsibilities as required by law.

FISCAL DUTIES

- Identify, recommend, monitor, budget and manage the Commission's fiscal resources, including state, federal or private funds. Serve as the Commission's primary point of contact for state agency maintaining Fiscal Contract Services agreement.
- Coordinate fundraising activities of the Commission within all state guidelines. Develop and implement a strategy to attract financial support from private donors.
- Develop, under the direction of the Chair and/or her designee or the Executive Committee, all proposed budgets for presentation to the Commission, Department of Finance and the Legislature.
- Monitor progress of the proposed budget and draft testimony on budget requirements of the legislature.
- Ensure timely fiscal reports are prepared.
- Following review with the Chair and/or her designee or the Executive Committee and final approval, authorize expenditures and maintain proper audit records.
- Review and make recommendation for approval for all Commission expenditures, in accordance with State Administrative Procedures and established policy.
- Inventory Commission property and equipment. Recommend for approval all office purchases.

PERSONNEL DUTIES

- Initiate and administer sound personnel policies and procedures, under the guidelines established by the State Personnel Board and under the rules and regulations established by the State Personnel Board and under the rules and regulations established by the Department of Personnel Administration, with guidance from the Chair and/or Executive Committee.
- Serve as the Commission's primary point of contact for state agency maintaining Human Resource Services contract.
- Assist Chair and/or her designee or Executive Committee to prepare duty statements and scope of work for new employees and/or contractors.
- Recruit and supervise the work of staff, volunteers and student interns.

SALARY AND BENEFITS INFORMATION (Partial List)

- *Monthly Salary Range:* \$6,922 - \$7,485
- *Retirement:* Membership in the California Public Employee's Retirement System (CalPERS).
- *Group Insurance:* A variety of health insurance plans, including vision and dental, with employer contribution toward premiums.
- *Worker's Compensation:* In case of injury on the job, each employee is fully protected under the Worker's Compensation Law in California.
- *Deferred Compensation:* The State offers a Deferred Compensation Program to employees who wish to save money and defer taxes on income earned with the State.

APPLICATION PROCESS: Final Filing Date: February 15, 2013 or until filled

The Commission on the Status of Women and Girls is seeking the most highly qualified individuals for this exciting leadership position. The successful candidate will have a challenging opportunity to work with a Commission that is dedicated to providing quality service to a diverse constituency.

Please submit a letter of interest and your resume to Phyllis Smith, Personnel Manager at the California State Library to jobsearch@women.ca.gov or mail to:

Phyllis Smith, Personnel Manager
California State Library, Human Resources Services Office
P.O. Box 942837
Sacramento, CA 94237-0001

Questions may be directed to Phyllis Smith at jobsearch@women.ca.gov.

Submittals will be reviewed and the most highly qualified candidates will be invited to participate in an interview process in late February. Final candidates will be interviewed in early March. An appointment to this position is anticipated during April, subject to budgetary approval.

This document is subject to change. Please check both websites: www.women.ca.gov and www.library.ca.gov