



June 15, 2021

Job Title: Executive Director/State Coordinator

Location: Sacramento California. Work remotely consistent with CAADPE COVID-19 related precautions and in response to government stay-at-home orders Once conditions permit this position will require work in the State Capitol, and before state agencies.

Reports To: President, Executive Committee

Scope: The Executive Director of CAADPE develops and implements programs and initiatives with primary emphasis on advancing CAADPE's core principles through advocacy in the California State Legislature and before state administrative agencies. The Executive Director advances CAADPE's financial growth and sustainability through short- and long-term priorities and strategies to develop and strengthen the effectiveness of the organization including the financial growth and sustainability.

Job activities include but are not limited to:

- Works with the CAADPE President and Executive Committee to develop CAADPE's short and long term strategic, programmatic, and financial goals and objectives.
- Plans, designs, and implements CAADPE's development strategy to meet the funding needs of CAADPE. Identifies new donor and membership markets. Directs and guides the grant proposal process as an opportunity to generate operating funds for CAADPE.
- Prepares and presents reports to ensure that the Executive Committee and Board Members are informed of major programmatic decisions, program, and financial status.
- Designs and implements an effective legislative and administrative advocacy program that reflects CAADPE's goals and priorities. Works with the Legislative/Public Affairs Committee to determine CAADPE positions on bills before the California Legislature and to determine strategies and positions involving advocacy before state agencies. Evaluates and prepares recommendations for the CAADPE Board of Directors on CAADPE management and priorities, including fundraising and development strategies to meet financial and program goals.



- Manages and oversees all CAADPE staff and operations including fundraising, budgeting, reporting, lobbying, legislative programs, and media relations. Embeds justice and equity throughout CAADPE policies, structures, culture, and programs.
- Recruits, hires, and manages staff, volunteers, and consultants to carry out the objectives of CAADPE. Writes and conducts performance appraisals and takes personnel actions as appropriate. Reviews staff time reports and ensures the reporting of this information is accurate and timely in accordance with CAADPE policies.
- Ensures compliance with CAADPE's employment policies and practices, including workplace diversity, equity, and inclusion.
- Represents CAADPE as appropriate at meetings, task forces, and events.
- Builds strong relationships with other groups, including non-traditional allies, elected officials, and governmental agencies.
- Plans and implements an effective public communications program, develops contacts with the media to establish and maintain positive relations to maximize CAADPE's credibility and position of issues.
- Collaborates with the national partner organizations to ensure that the CAADPE priorities and strategies compliment the national agenda
- Positions on state legislation and issues before state administrative agencies.
- Develops working relationships with external organizations, officials, and the media.

The successful candidate must have the following skills and experience:

- Ability to work independently and as part of a team
- Excellent written and oral communications skills.
- Demonstrated ability to supervise staff.
- Commitment and capability to lead and engage in successful fundraising.
- Ability to work effectively with volunteer board member, including maintaining the participation and effectiveness of the CAADPE leadership structure and promoting the positive participation of board members' volunteer activists.
- Leadership on equity, developing, or leading organizational efforts justice change strategies.
- Knowledge of the legislative process especially health, social services and/or criminal justice issues



- Demonstrated experience, working with political leaders and public education campaigns.
- Prior experience in fundraising that includes donor relations, and grant-funded project development and oversight.

Compensation: DOE

Submit resume and/or letter of interest to: CAADPE@CAADPE.ORG

CAADPE is an equal opportunity employer committed to workforce diversity.