



JOB DESCRIPTION

Executive Director (ED) Community Center of La Cañada Flintridge (CCLCF)

The Community Center of La Cañada Flintridge is seeking an experienced Executive Director (ED).

The position manages relationships with City Council Members, City Leadership groups, local officials, businesses and community members. The position will oversee community events and ongoing program growth and management of the Ceramic and Creative Arts program, Community Programs and Community Center Preschool, all of which serve a diverse participant population. The position will have financial and budgetary management, administrative office management, facility management and personnel management. The position requires exceptional skills in leadership, human resources and supervision, relationship management, community engagement, business acumen and proven nonprofit leadership expertise. The position will provide a foundation for collaborative leadership of CCLCF's department directors and a healthy environment for all staff and program participants. The ED is an exemplary representative of the Community and leader of CCLCF.

Reporting and Leadership

- The ED reports directly to the Board of Directors and is responsible for communicating professionally, accurately and effectively.
- The ED will work independently and under the general direction of the Board of Directors.
- The ED will engage with the City of La Canada Council, local representatives and Community groups.
- Leadership, management and supervisory responsibilities include departmental directors, full and part-time staff, contract instructors, and volunteers.
- The ED will create a healthy service-oriented atmosphere where community members, participants and employees feel comfortable and welcome.

Responsibilities

Mission and Activities

- The ED represents the values and mission of the CCLCF both externally and internally.
- The ED will promote CCLCF's mission within the immediate and larger community by providing a place to meet, grow, learn, and thrive.

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4469 Chevy Chase Drive, La Cañada Flintridge, CA 91011 www.cclcf.org
A 501(c)3 non-profit organization providing a place for all to learn, grow and thrive





- The ED will support and work in partnership with the Director and Assistant Director of the Community Center Preschool to ensure growth, financial stability, innovative program development, program oversight, licensing requirements and safety and compliance.
- The ED will support and work in partnership with the Director of Creative Arts to ensure that CCLCF is a leading ceramics and creative arts program, offering new and exciting programs for all ages.
- The ED will support and work in partnership with the Program Manager and Independent Contractors to build innovative and exciting programs for participants.
- The ED will continue to grow traditional community events, such as the Thanksgiving Day Fun Run and Ceramics Sales, seeking new initiatives to support CCLCF's appetite to increase footfall, program development and community growth.
- The ED will seek opportunities to write and submit grant requests to support CCLCF's development and growth opportunities.

Financial Management

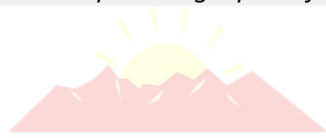
- The ED is responsible for the fiscal management of CCLCF programs and daily operations, including special events, and fundraisers, keeping required financial records and documentation.
- The ED is a member of the finance committee and will operate within revenue and budgetary targets set by the finance committee.
- The ED will write and submit grant proposals to support new program development.
- The ED will work with the CPA and the Finance Committee, preparing the annual budget, projections, monitoring of revenue and expenses, preparation of payroll, and completion of financial reports as required.
- The ED will work with the CPA to complete annual 990 tax filing.

Leadership

- The ED is a leader that will lead with professionalism and clarity, embracing collaborative work and creating a working environment that is collaborative and healthy.
- The ED Manages, develops, and leads direct reports to embrace the values of the center and work collaboratively across all departments.
- The ED will build and develop a cohesive team, working in partnership to achieve the mission of the center.

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- The ED will oversee the Community Center Preschool (and staff) and work in partnership with the Preschool Director on budgets, staffing, events, growth strategies, fundraisers, and student and parent issues.
- The ED will work in partnership with the Creative Arts Director on budgets, staffing, events, fundraisers, personnel management and program development and growth.
- The ED will work in partnership with the Program Manager, supervising the creation, development and implementation of programs, schedules, hiring of seasonal camp employees, independent contractors, facility usage, and fundraisers.
- The ED supervises 1099 contractors and ensures contracts are up to date and in compliance.
- The ED leads the office management to ensure accurate and timely payment to staff, contractors, and vendors.
- The ED manages human resource functions including recruitment, legal and safety compliance, employee relations, managing conflicts and conflict resolution, performance management and staff development.
- The ED reports any complaint and personnel issues to the Board of Directors.

Facility Management

- The ED works with Office Management in scheduling maintenance and repairs of the facility and grounds.
- The ED oversees intricate facility schedules for CCLCF programs, parking, special events, and facility renters.
- Nights and weekend hours may be required for supervision of special events, camps, and seasonal programs.

Community and Government Relations

- The ED represents the values and mission of CCLCF and is the face of the center externally.
- The ED assures the organization, its mission, programs, products, and services are presented in a strong, positive image within La Cañada Flintridge and to local and regional stakeholders through personal interactions and social media posts.
- The ED Promotes and maintains positive community relations while efficiently and professionally responding to questions, inquiries, and concerns from the public.
- The ED serves as ambassador and liaison to community organizations and local government and collaborates with other professional and civic organizations.
- The ED works with City Officials and stakeholders and exhibits professionalism while representing the Community Center both externally and internally.

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Skill Requirements

- The candidate must have a proven track record of exemplary leadership qualities and human resources.
- The candidate must have a proven track record of relationship management with external entities such as City Officials, City Organizations, program participants, donors, volunteers, and other community stakeholders.
- The candidate must have compelling and credible skills in written and oral communication, both one-on-one, in group settings, and in grant submission.
- The candidate requires knowledge of fundraising strategies and donor relations unique to a nonprofit to achieve greater sustainability, financial security, and future growth.
- The candidate requires event management (logistics) and fundraising experience (securing sponsors) skills for special annual events such as Thanksgiving Day 5K Run and Memorial Day weekend fundraisers.
- The candidate requires proficiency with Microsoft office, digital accounting and database resources, knowledge of marketing and communication and social media platforms for promoting programs and events is required.
- The candidate requires strong organizational abilities including planning, delegating, decision-making and reporting.
- The candidate will have a strong understanding of Diversity, Equity, Access and Inclusion principles
- The candidate will have a positive customer service attitude and lead the organization collaboratively.

Educational Requirements

- Bachelor's Degree
- Parks and Recreation or Community Center experience preferred
- Additional training may be required (e.g., safety, CPR, AED, state preschool regulations)

Additional Information

Salary Range - \$95,000 – \$110,000 plus benefits. There is an opportunity to be awarded a performance-related bonus at the end of the calendar year.

Budget details - Revenue \$2.3m. Expenses \$2.1m

Resumes - Please submit resumes to cclcf.ed@gmail.com

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