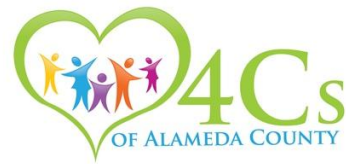




CARLSONBECK

EXECUTIVE SEARCH FOR PHILANTHROPY & NONPROFITS

Position Specification



Chief Executive Officer

29 January 2025, vF



Carlson Beck advises **4Cs of Alameda County** on the basis of an exclusive consulting assignment. The following details are for your information and should be shared with discretion.



COMMUNITY CHILD CARE COUNCIL (4Cs) OF ALAMEDA COUNTY

POSITION SPECIFICATION

THE POSITION: CHIEF EXECUTIVE OFFICER

REPORTS TO: BOARD OF DIRECTORS

LOCATION: HAYWARD, CA

OVERVIEW

4Cs of Alameda County provides access to affordable, quality child care and essential needs by connecting families and providers to a wide network of family-focused resources, financial assistance programs, and community partners.

The Mission

Community Child Care Council (4Cs) of Alameda County exists to develop and coordinate resources to strengthen families and children.

The Vision

By 2029, 4Cs of Alameda County will implement a fully funded and sustainable model resource hub to provide a responsive and innovative system of services that support the well-being of all with the communities we serve.

The Organization

Since 1972, 4Cs of Alameda County has been a family resource organization dedicated to providing child care information resources and referrals, education, and payment assistance to children, families, and child care providers in Alameda County. We embrace the Strengthening Family Framework.

Abiding by the core values of community, impact, innovation, integrity, leadership, partnership, and wellbeing, 4Cs of Alameda County offers an extensive database of state-licensed child care providers, payment assistance programs, and family supports with a helpful staff of specialists who speak multiple languages. Child care resource and referral services are free to all parents, regardless of income. 4Cs also supports local child care providers with free and low cost training, business counseling, professional development, and supports in



order to improve the quality of child care services within Alameda County. 4Cs has developed the RISE Resource Center and expanded its family resources and navigation services which provide connections to additional agency resources and external partners. In 2024 we distributed over 417,000 diapers, 4000 children's books, and 75,449 pounds of food.

Operations

4Cs is governed by a board of directors, currently numbering 15. The organization has 80 employees working in the following functions: the Executive Office, Operations, Fiscal services, Child Care Payment Assistance, and Community Services. The following Agency Leadership Team members directly report to the Chief Executive Officer:

- Chief Financial Officer
- Director, Operations and Human Resources
- Director, Child Care Payment Programs
- Director, Community Services
- Director, Development and Communications

4Cs is predominantly funded by state and county government agencies, nonprofit foundations, in addition to contributions from private cash and in-kind donors. In 2024, 4Cs had an overall budget of \$48 million. As a result of 4Cs work in 2024, almost 9,000 child care resources and referrals were given to parents, over 3,400 children and over 900 families benefitted from Child Care Payment Assistance Programs, over 5 million hours of childcare were provided to families, and 874 child care providers received technical assistance and support. More than 200 families received navigation services.

The Opportunity


In carrying out 4Cs' vital crucial mission, the Chief Executive Officer serves as 4Cs' lead visionary and decision-maker. The CEO provides effective leadership, direction and oversight for 4Cs of Alameda County. This position is responsible for the overall success of the organization and the execution of the mission, vision, and strategic goals. They are responsible for the leading day-to-day management of the agency, structuring 4Cs' complex operations; working with federal, state, and local government funders and policymakers; cultivating partnerships with nonprofit organizations and city agencies; and securing diverse funding to augment a strong and storied organization's impact. The CEO will ensure that the agency embraces the Strengthening Family Framework while promoting diversity, equity, inclusion, and belonging principles and best practices in all aspects of the agency's work.

This is an opportunity to lead organizational transformation as the agency prepares to fulfill it's vision of implementing a fully funded and sustainable model resource hub to provide services that support the well-being of all the communities 4Cs serves. It is an opportunity to be a leader and convenor in the field, developing and responding to opportunities to meet unmet childcare and family support needs in Alameda County.

Professional Responsibilities

Organizational Management and Culture

- Ensure the financial stability and long-term viability of the organization. Make certain that revenue is managed in accordance with contract terms and accounting/internal control policies.

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- Lead, support, motivate, and retain high-performing staff, including providing coaching, timely feedback, and professional development programs to reward and retain top talent.
 - Enhance the organization’s culture and promote diversity, equity, inclusion and belonging.
 - Lead the organization—in collaboration with the board of directors and staff—on strategies, techniques, and execution to advance 4Cs’ standing as a leader in the child care and family resource center space.
 - Align staff, board, and funders on strategic plan and organizational priorities.
 - Innovate and implement technological tools to streamline data collection, CRM, and centralized agency communications.
 - Strive for excellence and develop consistent professional practices, systems, and processes.

Board Relations

- Work collaboratively with the Board to develop a long-range plan and strategy; a shared vision for the future of the organization
- Oversee and report on the organization's outcomes to the Board of Directors; provide reports and updates on staff, current work, project timelines, and organizational progress.
- Nurture high levels of board engagement by leveraging board members’ expertise, and providing clear expectations, roles, and responsibilities.
- Work closely and openly with the Board and its committees, ensuring timely discussion of opportunities, risks, issues, and successes.
- Collaborate with the board to recruit, develop, and maintain diverse membership and expertise.

Government Relations and Public Affairs

- Maintain and build personal relationships with governmental funders, particularly the County of Alameda and the California Department of Social Services.
- Serve on various advisory boards with governmental, community and professional organizations that focus on children’s issues.
- Develop ties and provide leadership to advocacy efforts of the multiple child care coalitions in California.
- Serve as the external face and representative of 4Cs of Alameda County.

Philanthropy

- Build personal relationships with philanthropists who focus in the early education field.
- Lead efforts to explore new philanthropic opportunities and implement development best practices to diversify agency revenue.
- Lead efforts to grow the agency’s unrestricted general fund.
- Enhance and oversee a successful grant writing program.
- Build a culture of philanthropy among the board of directors.

Community Building and Advocacy (local)

- Strengthen the external Communications function to nurture diverse community connections and build support for 4Cs of Alameda County.
- Build personal relationships with local leaders, stakeholders, and families to further enhance 4Cs culture of community connection.

CANDIDATE QUALIFICATIONS / EXPERIENCE



Education: A bachelor’s degree is required. An advanced degree in a related field such as early childhood education and learning, business administration, and public administration is desired.

Experience: Minimum of five years of progressively responsible experience in the non-profit sector, including at least 2 years in an executive or senior leadership position within a large, complex organization.

Demonstrated executive leadership experience -- has been part of an executive leadership team, has worked with a board of directors, has managed budgets, understands the drivers of organizational financial performance, strategic planning and implementation experience.

Experience managing teams, including multilayered teams (i.e., managing managers), as well as engendering cross-organizational collaboration resulting in more effective outcomes and more enjoyable work processes.

Experience guiding an organization through a time of organizational growth, professionalization, and transformation.

Experience working with government agencies and managing government contracts, establishing positive partnerships, fulfilling program requirements, and meeting performance and information reporting needs.

A demonstrated fundraising track record, including high-dollar philanthropy.


Experienced and comfortable working with diverse, low-wealth communities, and managing diverse staff.

Attentive listener, comfortable with both leading from a strategic perspective and from a personnel perspective.

COMPETENCIES / ATTRIBUTES

The successful candidate will **be**:

- **Passionate** about the **mission** and **core values** of 4Cs of Alameda County;
- Comfortable serving in the role of **agency spokesperson**. A **visionary leader** who displays optimism for the mission and vision of the agency, inspires respect and trust, mobilizes others to fulfill the vision and provides vision and inspiration to peers in the field, staff, board and clients;
- **Strategic** thinker with a **vision** for the future of child care access, family and child care support, and 4Cs of Alameda County. A strategic planner with an equity lens who is able to reach a diverse community with programs and services;
- **Respected as a leader** by colleagues, influencers, decision makers in the field of early childhood education;
- **Culturally competent**, with an appreciation and comfort working with a wide array of diverse individuals; committed to **Diversity, Equity, Inclusion and Belonging** (“DEIB”) ensuring that the leadership and workforce of 4Cs reflects the children and families served;
- **Respectful, supportive**, and **empowering coach** to 4Cs’ staff, committed to their professional development, and skilled in leveraging their strength and expertise;

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- Commitment to working with the **Board of Directors** in true **partnership**;
 - **A leader who possesses excellent oral and written communication skills**; curious, strong listener that uses findings to inform excellent oral and written communication skills as a personable, passionate, and compelling communicator; speaks clearly and persuasively and presents data effectively.
 - **Adaptable** and **creative** in leading 4Cs of Alameda County through organizational growth.

The successful candidate will **have**:

- **Relational** and **inspirational** leadership style.
- **Results-focused** orientation paired with a **growth mindset**.
- Comfort making **difficult decisions** and effectively **articulating the rationale**.
- Commitment to **respectful, authentic, and transparent** communication.
- High **emotional intelligence** and people skills.
- **Ease** and **confidence** serving as the “face” of 4Cs of Alameda County to enhance its **public profile** as a leader in culturally competent early education and family support.
- Ideally, **existing relationships** with Alameda County elected officials.
- **Empathy, a sense of humor, and versatility**.

It is not necessary to meet all the criteria above to apply and be considered for this executive position.

Diversity, Equity, Inclusion & Belonging Commitment Statement

4Cs of Alameda County values and celebrates the diverse perspectives, talents, backgrounds, and cultures in our communities. Through our core values and daily practices, we strive to foster a culture of belonging and equitable treatment among our team members and the families we serve. This is reflected in how we actively create safe, welcoming, and supportive spaces for our employees and clients to thrive. The cornerstone of our work at 4Cs is deeply rooted in being a community-responsive agency. We are committed to uplifting and amplifying the voices of families, children, child care providers, and community members. In partnership with these community members and partners, we are committed to improving and positively impacting the lives of tomorrow through our programs and services.

COMPENSATION

An annual salary ranging from \$230,000 to \$270,000 will be offered. Progression throughout the salary range is based on performance reviews and the approval of the annual agency budget. Benefits include generous vacation and sick leave and medical, vision, dental and life insurance, 401k match, etc.

HOW TO APPLY

To initiate consideration for this opportunity, **please submit a resume and cover letter**, speaking to your qualifications as per this Position Specification, to the Carlson Beck representatives below.

CONTACT INFORMATION

For additional information regarding this opportunity, please contact:

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