



Child, Family and Community Services, Inc. (CFCS) is seeking a dynamic Executive Director to provide leadership and vision to help the agency to achieve its goals and objectives. CFCS is a non profit corporation that operates Head Start, Early Head Start, and the California Alternative Payment Program. We have one delegate agency as well as several partner agencies in service delivery. Operations take place at approximately 16 sites.

Outlined below is a synopsis of the qualifications for the position. For a full job visit our website www.cfcsinc.org

All resumes must be submitted on or before May 14, 2010, at 5:00 p.m.

Qualifications/Skills:

- Ph.D. preferred, M.A./M.S. and credentials/certificates in Business Administration, Education Administration, Social Work, Education Leadership, Interdisciplinary Studies, Psychology, Human Development or degrees in a related field, with a minimum of five (5) years of administrative and management experience in a non-profit agency. Experience with an agency that works with families and children is preferred.
- Oral, written and interpersonal communication skills; management and leadership skills; develop and implement a budget; techniques to raise revenue; design, develop and implement programs with local, state and federal partners; forecast, develop and implement organizational initiatives; and manage and expand the impact and visibility of an organization.
- Other requirements: physical exam, tuberculosis clearance, finger print clearance, California Drivers' License, access to personal transportation, and proof of automobile insurance.

Salary and Benefits:

- Salary commensurate with experience (*negotiable*).
- Medical, dental, and vision coverage.
- 403(b) with agency match.
- Generous vacation leave.
- Sick leave—1 day per month.
- Paid Holidays—13 days per year

About us:

Child, Family & Community Services, Inc. is a non-profit corporation providing education and family support services to qualified families living in Alameda County. The programs of CFCS currently serve almost 3000 families every year at 16 program sites located in 7 cities. The agency administrative headquarters is conveniently located in Union City.

To apply for this position please email resumes and supporting documentation to

hr@cfcsinc.org **Please include salary history and requirements EOE**