



## Search Criteria: **CO-EXECUTIVE DIRECTOR**

**Location:**  
San Jose, CA

**Reports to:**  
KIC Board of Directors

**Position Classification:**  
Full-Time Exempt

**Desired Start Date:**  
Spring 2024

**Operating Budget Size**  
\$400k

[www.kidsincommon.org](http://www.kidsincommon.org)

### **The Opportunity**

*Kids in Common (KIC) is seeking a dynamic, collaborative, and creative leader to serve as Co-Executive Director (CED). The Co-Executive Directors work together to lead a nonprofit organization with a nearly 40-year history of always putting children and families first. A small organization filling a unique role, Kids in Common leverages partnerships and relationships to champion policies, investments, and practices that address social justice and equity and strives to ensure every child in Santa Clara County is safe, healthy, successful in learning and thriving in life.*

The Co-Executive Directors (CED) work collaboratively to lead and manage the operations, activities, and partnerships of KIC. The new Co-Executive Director shall be expected to learn and support all aspects of the organization and as assigned, oversee and manage the day-to-day operations of Kids in Common including financial development, financial oversight and management, ensuring the achievement of programmatic goals and objectives, building partnerships and relationships with other organizations and businesses in the community, establishing and maintaining productive relationships with local government and other elected officials and establish and maintain an admirable reputation and productive track record of Kids in Common's work in the community. The new Co-Executive Director will create and implement plans for fund development, create a donor strategy and manage donor relationship activities.



## About Kids in Common

### Our Vision:

*Every child is safe, healthy, successful in learning, and thriving in life.*

### Our Mission:

Kids in Common challenges leaders to put children first. By fostering cross-sector, data-driven partnerships, Kids in Common drives policies, investments, and practices centered on children's needs and successes.



### We are better and stronger together:

While we live in one of the most diverse and richest regions in the world, many of our children are not thriving because of racial, economic, structural and systems barriers that get in the way of their success.

No program or agency can singlehandedly solve complex, large-scale barriers that limit the success of our children, youth, and families. Improving children's lives at scale requires a commitment by all leaders and community members to focus together on the complex issues and root causes that lead to harmful and inequitable outcomes.

Through the Santa Clara County Children's Agenda, Kids in Common unites a network of more than 50 community and system leaders, bringing together their innovative thinking and perspectives to develop and advocate for programs and policies that benefit our children. These leaders from community-based organizations, government, education, healthcare, juvenile justice, child welfare, and philanthropy work together to eliminate disparities and improve children's lives by:

- Aligning systems and practice.
- Encouraging better policies and investments.
- Ensuring programs and investments are getting positive results for children and families from cradle to career.

### We put children and youth first by:

- Building bridges between community organizations, policymakers, governmental agencies, and community leaders to coordinate and amplify their individual and combined efforts on behalf of children and families.
- Providing data that drives conversations and creates the foundation to achieve better outcomes for children, youth, and families.
- Advocating for practices, policies, and investments that are focused on what is best for our kids.

Two of our signature projects are the Annual Children's Summit, bringing together hundreds of people who care about children, and the Annual Santa Clara County Children's Data Book highlighting key indicators of child wellbeing.

## Essential Duties & Responsibilities

Working in conjunction with the Board of Directors, the Co-Executive Directors (CEDs) will provide the strategic vision and leadership necessary to ensure that KIC makes a deep and lasting impact for children and young people in Santa Clara County. In addition to executive oversight of operations, finances, fund development and HR, the CEDs will bring strong, relationship-based leadership to the cross-sector, partner-based, systems-focused work of the Children's Agenda. Serving as an ambassador for what is best for children, the CEDs will lead in a manner that results in policies, investments and practices that are focused on what is best for Santa Clara County children and youth.

### Strategic Vision & Leadership

- Partner with Board and executive level colleagues to develop and implement KIC's long term vision and strategic direction.
- Center diversity, equity, and inclusion across all internal and external work.

### Fund Development

- With the Board of Directors, design a resource development strategy to attract philanthropic support.
- Serve as head fundraiser by cultivating new donor relationships and "making the ask."
- Secure financial resources required to achieve program objectives and to sustain the viability of KIC programs including through donors, grant development and contracts.
- Ensure that funded initiatives and programs are conducted in compliance with requirements of donors or funding source. Provide reports on such to the Board.

### Program Oversight

- Manage the programs and initiatives of Kids in Common to assure the achievement of goals and objectives.
- Provide stewardship of the Children's Agenda, building relationships with community partners and inspiring people to work for the common goal of creating a community where every child is safe, healthy, successful in learning, thriving in life.
- Oversee and implement special events, conferences and convenings.

### Community Building & Advocacy

- Serve as an ambassador for the work of the KIC and the Children's Agenda.
- Learn about, promote, develop new, and strengthen existing partnership relationships with organizations, agencies and businesses that will enhance Kids in Common's advocacy and project goals.
- Establish and maintain productive relationships with local government and other elected officials to promote Kids in Common's issues.
- Serve as the primary spokesperson for KIC, the mission and value of collective data-driven work and speaking to vision and strategies that help to create a community where every child is safe, healthy, successful in learning and thriving in life.

- Establish and maintain an admirable reputation and a productive track record for Kids in Common in communities served.

## Finance & Administration

- Provide fiscal and administrative oversight to ensure compliance, organizational sustainability, and effective program operations. Oversee accurate accounting, reporting, and forecasting.
- Oversee the preparation of the annual budget in alignment with program objectives and responsibility ensuring timely financial reporting to the Board.

## Board Engagement

- Provide administrative support to the Board of Directors including advising the board on policy and program issues, reporting information about the organization's activities to the board, assisting board committees with program and fiscal policy development.
- Work with the Board Chairperson to develop meeting agendas. Prepare board materials and attend board meetings.

## Ideal Candidate Profile

- Commitment to the mission of the Kids in Common programs.
- Commitment to equity and social justice. Understands structural issues and systems failures that lead to unjust racial and economic discrepancies in our child-serving systems.
- Ability to perform effectively in changing policy environment.
- Strong executive-level leader. Able to balance competing demands.
- Experience with fund development and fundraising from private and public sources. Able to communicate the value of the work of Kids in Common to potential donors.
- Exceptional problem-solving and negotiating skills.
- Excellent communication skills.
- Is curious about the conditions that hold poor results in place and what can be done to improve results for children, youth, and families.
- Able to seek out and interpret data to understand outcomes, drive decision-making, and tell a story.
- Ability to demonstrate empathy and diplomacy.
- Demonstrated understanding of non-profit leadership and ability to collaborate with a non-profit Board of Directors.
- Collaborative and team-oriented approach. Recognizes that sharing power with community partners will take the organization further.



- Commitment to equity and social justice. Understands structural issues and systems failures that lead to unjust racial and economic discrepancies in our child-serving systems.
- Engages with colleagues and network partners with integrity, empathy, kindness, humility, compassion, diplomacy, and loyalty.
- Passion for inclusion and relationship building and recognition of everyone's contribution to addressing our systems challenges.

## **Additional Job Requirements and Qualifications**

- Bachelor or Master degree, preferably in policy, law, education, organizational development, and/or psychology, social service or related field.
- At least three years of high-level management experience preferred.
- Fluency in oral and written English is required. Bilingual skills are a plus.
- Fundraising and development skills and a high degree of sophistication in curating and executing a sustainable fundraising strategy with foundations, public sector, and major donors.
- Experience building and maintaining organizational partnerships, guiding programs, and independently leading complex projects required.
- Demonstrated commitment to public interest issues.
- Confident, engaging, and inspiring public speaker that can represent KIC's work and elevate its profile, expand the impact of its work, and increase fundraising ability.
- Ability to manage competing priorities in a highly collaborative, multi-stakeholder environment.
- Demonstrates cooperation, empathy, and proactive, clear communication.
- Experience with financial oversight, including budgeting, planning, and reporting.
- Strong knowledge of Microsoft Word, Excel, and PowerPoint required.

## **Geographic Location and Remote Work**

KIC works in collaboration with organizations and public agencies in Santa Clara County, California.

The CED must be able to attend some internal and external meetings in person. Travel may be required for events and meetings within and outside of the San Francisco Bay Area.

Some remote work is possible, depending on the schedule of meetings.

## **Compensation and Benefits**

The position offers an annual salary of \$110,000 - \$125,000 commensurate with experience.

KIC offers a generous benefits package that includes health, dental, vision, paid vacation, holidays, and sick leave. Benefits also include family leave, professional development, and retirement compensation.

## How to Apply

- Please send a resume and a thoughtful cover letter describing experience, preparation, and interest to [maryann Dewan@gmail.com](mailto:maryann Dewan@gmail.com) with the subject line: KIC Co-ED Search.
- Your cover letter should answer the following questions:
  - How your skills align with the position description.
  - Your commitment to social justice and equity and how it aligns with your passion to ensure children receive what they need to thrive.



### Note:

- All applications will be held in strict confidence.
- Applications without a cover letter will not be considered.
- Applications will be reviewed on a rolling basis and earlier applicants may receive priority consideration.
- KIC requires that all employees be vaccinated against COVID-19 or qualify for a medical or religious exemption.

## Equal Opportunity Employment

Kids in Common (KIC) reaffirms its commitment to ensure equal employment opportunity for all employees (paid and volunteer) and applicants on the basis of merit without regard to race, color, religion, sex, sexual orientation, medical condition, national origin, ancestry, age, physical handicap, AIDS, marital status, status as a special disabled or Vietnam-era veteran, or any other classification protected by applicable law.

Kids in Common (KIC) shall comply with all applicable laws providing equal employment opportunities. Unlawful discrimination by any employee of KIC, including supervisors and co-workers, is prohibited. All personnel operations (recruitment, hiring, assignments, transfers, promotions, training, compensation, layoff, reinstatement, benefits, education and tuition assistance, and termination) will be administrated without regard to race, color, religion, sex, sexual orientation, medical condition, national origin, ancestry, age, physical handicap, AIDS, marital status, status as a disabled or Vietnam-era veteran, or any other classification protected by applicable law.

There shall be no exclusion from services or segregation of persons served on the basis of race, color, religion, gender, sexual orientation, medical condition, national origin, ancestry, age, physical handicap, AIDS, marital status, status as a disabled or Vietnam-era veteran, or any other classification protected by applicable law.