



# The League of Women Voters of California is seeking a new Executive Director

## The Organization

Located in Sacramento, California, the **League of Women Voters of California** is a nonpartisan political organization that encourages informed and active **participation** in government, works to increase **understanding** of major public policy issues, and **influences** public policy through education and advocacy. The League operates at the local, regional, state and national levels. The League of Women Voters was founded in 1920 as an outgrowth of the movement to give women the right to vote following the passage of the 19th amendment to the U.S. Constitution. To learn more about the **League of Women Voters of California** please visit: [www.lwvc.org](http://www.lwvc.org)

## The Position

**The League of Women Voters of California** is a dynamic grassroots organization with a passionate and deeply engaged volunteer base with over 8,000 members statewide. The League is seeking a new Executive Director that shares their passion for civic engagement and can provide insightful leadership to assist the League in further developing the organization during transition. Serving at the pleasure of the Board, the Executive Director works in partnership with the Board to develop and implement the strategic vision and goals of

the League. The Executive Director provides leadership and management to a staff of five and team of volunteers. This position is located in the League's state office in Sacramento. The Executive Director is accountable for accomplishing organizational goals and objectives and has management and oversight responsibility in the areas of:

- Administration
- Board and Local League Support
- Finance
- Fundraising
- Human Resources
- Membership Outreach
- Organizational Development
- Volunteer Activities

## The Candidate

### Education and Experience

Position requires a Bachelor's degree plus a minimum of five years experience in a management or leadership role with a non-profit organization. Experience managing a grassroots, volunteer based non-profit is highly desirable. Equivalent professional experience may be substituted for education. Fluency in a second language is highly desirable.

## Skills and Knowledge

The ideal candidate will be an experienced leader with a proven track record in managing a non-profit organization with a strong emphasis in fundraising and coordinating volunteer activities. Change management skills and demonstrated experience in managing organizational transition is strongly preferred. The selected candidate will also have exceptional skills in organizational management, budgeting and personnel development. This position requires excellent communication and interpersonal skills, effective time-management and organizational skills along with an aptitude for utilizing and leveraging technology.

## Management Style and Personal Traits

The League of Women Voters is a dynamic organization that values education, participation and diversity. The League is seeking a director that shares this passion and enjoys working with a diverse group of stakeholders to support the mission. This person will be a strong leader with an open style of management and possess the ability to assess individual strengths and weaknesses in order to delegate effectively. The selected candidate will be a resourceful leader with the ability to obtain support from others and motivate people to perform effectively. The ideal candidate will be credible, energetic, diplomatic and transparent.

## Compensation

The salary range for this position is \$65,000 - \$85,000. Placement within the range will be dependent on the qualifications of the successful candidate. The League also offers the following benefits including:

- Medical Plan with employer contribution
- Generous paid time off (vacation, paid holidays, sick and personal leave)
- Paid monthly parking



## How to Apply

The final filing date for this position is **March 25, 2011**. To be considered for this career opportunity, please submit cover letter and resume via e-mail to:

**Amy L. Day, Managing Director**  
Jones & Co  
1104 Corporate Way  
Sacramento, CA 95831  
[amy.day@jonescorecruit.com](mailto:amy.day@jonescorecruit.com)  
Phone: 916-361-7900

*All inquiries and applications will be received in confidence. The League of Women Voters of California is an Equal Opportunity Employer.*