



Executive Director Leadership Opportunity

Agency Overview:

Are you a strategic leader driven by your values, and looking for an opportunity to have significant impact on school readiness in the Bay Area? Tandem Partners in Early Learning is looking for a seasoned professional to lead this well-respected organization as it deepens its impact across the Bay Area.

Tandem engages partners throughout the community to ensure *all* families have the resources, skills, and confidence they need to support their children's kindergarten readiness. Our unique programming is three-fold: to provide high-quality, age-appropriate, multilingual, diverse children's books through a school to home book sharing program called StoryCycles; to deliver training for educators, families, and community members in low-income communities, and to build a strong community-wide commitment to support children's early learning. Tandem's programming is engaging and effective because it is based on the latest research in early childhood and adult learning, is informed by direct service with families, educators and children in low income communities, and is consistently refined based on participant input and feedback.

Over the years, we've come to believe a few core truths: if we are ever to close the opportunity gap, we must do it by sparking *joy* and *everyone* must be involved. They say it takes a village to raise a child, and we know that when entire communities band together to support a child's future success, beautiful things happen. Families realize their full potential to unlock their child's enthusiasm for learning, educators utilize tools and resources to support a healthy home-school connection, and community organizations respond to the needs of families, supporting a child's early brain development in a number of community venues.

The impact of our work is supported by a diverse funding base. Approximately 40% of our \$1.6 M budget comes from government sources, 48% from foundations and corporations, 8% from individual donors, and 10% from events and program revenue.

For the incoming Executive Director, the next several years at Tandem will present a rewarding leadership opportunity in an organization that has built upon its resilience, innovation, collaboration, integrity, staff cohesion, as well as a commitment to diversity and equity. The Board and the Leadership Team have identified the following strategic priorities to optimize what we do best, while enhancing the resources, infrastructure, and services needed to support the early learning community. The specifics of a longer-term vision and strategic plan that build upon these priorities will be developed with the next Executive Director at the helm.

- Continue to develop, empower and retain our dedicated staff and Board as well as systems and impact data to support our work.
- Expand our work with in early learning services to the highest need families along with realistic, sustainable growth plans.
- Build and sustain public and private revenue streams through a diversified resources development strategy with a focus on expanding earned income opportunities.
- Evaluate program and facility strategies to enhance our mission while being responsive to ever-changing community needs.

For more detailed information on the organization, approach, values, partners, and team, visit our website at <https://www.tandembayarea.org>

Ideal Candidate

You are a strategic and inspirational leader with a demonstrated commitment to equity who will continue to inspire, advocate, and innovate to close the opportunity gap for young children entering kindergarten. You should be a confident fundraiser, effective communicator, fiscally and politically savvy. You feel comfortable leading an organization that values integrity, collaboration, and embracing the diversity of the communities we serve. This might include your personal experience within a low-income or immigrant community or experience working for organizations that have an equity focus. This is a full-time, exempt position based in Hunters Point-Bayview area of San Francisco with offices in Contra Costa and Alameda counties.

Strong candidates will possess many of the following skills and experience:

- Senior management in a comparable nonprofit or public sector organization that supports early childhood education, development and/or family support.
- Demonstrated capacity to build alliances and sustain collaborative relationships with organizations and communities with diverse cultural, economic and political needs and perspectives.
- A proven track record in attracting and sustaining public and private support.
- Exceptional communication skills including writing, speaking, meeting facilitation, and consensus building.
- The ability to attract, develop, retain, and empower a diverse staff and Board team that reflects the communities we serve, as well as maintain a high level of engagement that effectively utilizes their talents.
- Experience working in close partnership with a community-based Board to lead the organization to shared visions and new directions in response to changing needs and opportunities.
- Experience leading sustainable growth and managing change.
- Financial and/or business management with a budget of comparable size and revenue streams including budgeting, oversight, nonprofit compliance and reporting abilities.

In addition, candidates will need to:

- Effectively utilize information technology, data base software, and the Internet.
- Work occasional nights and weekends as needed to support Board and community events.
- Provide their own car, proof of insurance, and a valid CA driver's license, or other means to travel throughout the Bay Area.
- Pass a background check.

Start date: May/June

Deadline for applications: February 18th or until position is filled

Compensation: Tandem offers a competitive compensation package that includes full medical and dental benefits at no cost to the employee. We recognize the value of employee work-life balance and thus provide generous vacation and holiday benefits including paid time-off between Christmas and New years and the week of July 4th. Though candidate from beyond the Bay Area are encouraged to apply, funds are not available for relocation or housing assistance.

Confidential Application Process: Email your cover letter (Word or PDF document) summarizing your interest experience, fit with the desired qualifications, and compensation requirements along with a current resume to: TandemSearch@leadershipintransition.org with "Tandem ED Search" in the subject field. Resumes must have a cover letter in order to be considered. Inquiries from candidates are welcomed and should be directed to Chetana Bisarya, Transition Committee Chair at chetanab@tandembayarea.org or Margaret Donohoe, Leadership Transition Consultant at margaret@leadershipintransition.org.

Tandem Executive Director Job Responsibilities

The Executive Director works in partnership with a 15-member Board, 17-member staff, and is responsible for the overall management of the organization. Percentages provided as a guideline to the incoming Executive Director given the organization's priorities for the first 12 to 18 months of the job. The incoming Executive Director will have the opportunity to expand the team to complement their own experience and skills.

Spearheading Fund Development and Community Relations (35% of job responsibilities)

- Provide a credible and informed presence for Tandem in the community.
- Develop and sustain effective relationships and collaborations with partners in early childhood education, family support services, and government agencies to build a strong awareness of Tandem's impact in children's early learning.
- Define communication strategies and review content of collateral materials including the website, social media, newsletter, donor and promotional materials.
- Develop and implement an annual development plan including public and private support and a growing focus on earned income opportunities.
- Steward relationships with key donors and funders and successfully engage both the Board and staff in fund development opportunities.
- Oversee the development of compelling, accurate and timely funding proposals and reports.
- Provide leadership and planning for donor and community events.

Managing a Fiscally Sound Organization and Positive Work Environment (25%)

- Ensure Tandem's sustainability through thoughtful and realistic budget planning and reporting.
- Provide financial oversight, seeing that all funds are disbursed in accordance with contract requirements and donor designations.
- Negotiate all agency contracts and grants.
- Regularly evaluate internal systems, policies, and procedures for efficiency and effectiveness.
- Lead by example and recruit, train, and retain a strong staff team with a broad range of skills.
- Creates an annual plan to develop and strengthen essential skills critical to the success of the staff and volunteers.
- Ensure presence of current job descriptions and completion of regular performance evaluations.
- Ensure compliance with personnel policies established by the Board of Directors and with all federal, state and local regulations.

Leading program oversight, evaluation, and strategic direction (25%)

- Develops and maintain a thorough knowledge of the local issues, trends, and stakeholders in early childhood education and development, family engagement, and collective impact.
- Oversees and manages programs and services consistent with Tandem's mission, vision, values, and commitment to equity and diversity.
- In partnership with the Board and Leadership Team evaluate and implement short and long-range strategic priorities and growth plans that are realistic, and sustainable.
- Ensure ongoing data-driven evaluation of program on and collective impact.

Partnering with the Board of Directors (15%)

- Assist members of the Board in their roles and responsibilities by providing support, education and leadership.
- Support the Board in identifying, recruiting and utilizing Board members with the essential skills to support the mission and vision of Tandem.
- Ensure effective communications and linkages between Board and staff.
- Serve as an active, *voting member* of Board and support task forces and committees as needed.
- Report regularly to the Board of Directors regarding organizational objectives, program impact, the financial status, and other issues relevant to their oversight and governance roles.
- Supervise the implementation of Board policies.