

# MORRIS & BERGER

*Consultants in Executive Search*

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## **Position Description**

### **DIRECTOR, WESTERN OFFICE**

#### **ZERO TO THREE Los Angeles, California**

#### **ZERO TO THREE:**

Founded in 1977 by top experts in child development, health and mental health, ZERO TO THREE is a national, nonprofit organization that informs, trains, and supports professionals, policymakers, and parents in their efforts to improve the lives of infants and toddlers. For more than 30 years, ZERO TO THREE has been known for their leadership in the infant-family field. The organization has evolved into playing a critical leadership role in promoting the understanding of key issues affecting young children and their families, including child care, infant mental health, early language and literacy development, early intervention and the impact of culture on early childhood development.

With a mission of promoting the health and development of infants and toddlers, ZERO TO THREE translates research and knowledge, specifically about the kinds of early experiences that help children thrive, into a range of practical tools and resources for use by the adults who influence the lives of young children. Organizational goals include: training professionals and building networks of leaders; influencing policies and practices; and raising public awareness of early childhood issues.

ZERO TO THREE has nearly 140 total employees. Approximately 100 employees are located in the Washington D.C. headquarters, five employees are located in the Western Office (Los Angeles) and the remaining employees are spread around the United States, working independently on ZERO TO THREE projects and initiatives. The FY 2009 budget was \$19.1 million. To learn more about ZERO TO THREE programs, funded projects and the organization's leadership, please visit their website at [www.zerotothree.org](http://www.zerotothree.org).

#### **RESPONSIBILITIES:**

The Western Office Director's main role is to advance the overall mission of ZERO TO THREE in the western United States, with a principal focus on California. He/She will oversee and manage the Western Office, which currently consists of five positions: Regional Manager of Outreach and Professional Development, Administrative Coordinator, Program Coordinator, Research Associate and Senior Policy Analyst. The Western Office Director will report directly to the Executive Director of ZERO TO THREE.

The successful candidate will be responsible for developing and sustaining relationships with key partners, stakeholders, foundations and other sources of support to ensure soundness and successful growth of the Western Office. Ideally, the candidate will have experience and a strong track record in the establishment and management of relationships with funders, specifically in the Western region. Not only will initiating these relationships be important for the Director, but also nurturing and managing them over time will be key to this person's success.

Specific duties and responsibilities include:

- Overseeing implementation of all goals and objectives of the Western Office, reflecting the overall mission of ZERO TO THREE.
- Creating and maintaining relationships with stakeholders including Board members, ZERO TO THREE Fellows, policy makers, organizations, foundations, and the general public, to advance the mission and keep abreast of funding opportunities.
- Creating and maintaining partnerships and collaborative relationships which advance the programmatic and policy activities of the organization and lead to new funding opportunities.
- Identifying and expanding opportunities for growth, responding to local and regional needs which build on ZERO TO THREE's knowledge and expertise in program and policy.
- Ensuring effective resource management of the Western Office and its related projects including development of fundraising strategies, proposals, and outreach to individual donors and foundations.
- Representing and serving as a spokesperson for ZERO TO THREE on local, state and regional committees and task forces.
- In collaboration with the finance staff, overseeing the development and regular review of the annual Western Office budget.
- Supervising major contracts and foundation grants and acting as the primary contact for west coast donors.
- Reviewing grant proposals and reports to foundations.
- Representing ZERO TO THREE by participating in public events, attending and presenting at conferences and workshops, in order to raise awareness of infant-toddler issues as it relates to targeted fundraising goals.
- Conducting weekly calls with the Executive Director and the Chief Development Officer to discuss strategy and progress related to established fundraising goals and overall Western Office operations.
- Assuring coordination and collaboration with other program areas and activities within ZERO TO THREE (e.g. participate in Development and Program Team meetings).
- Collaborating and providing direction and leadership to staff, including overseeing recruitment, recommending new hires, and supervising and evaluating performance of employees.
- Supervising the office and other administrative duties associated with maintaining the Western Office leased space, including any information technology or telephone equipment subcontracts.

**TRAITS AND CHARACTERISTICS:**

The successful candidate will be a strategic thinker and dynamic innovator, with the ability to communicate the importance of the mission and the goals of ZERO TO THREE to its varying constituencies. The Western

Director, Western Office

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Office Director must be a convincing and knowledgeable advocate for ZERO TO THREE and will be an inspirational leader and spokesperson. He/She will have strong communication and interpersonal skills and will be skilled at inspiring and motivating other people to become engaged in the organization's activities. The Director should be able to work independently, while staying strongly connected to the national office. Candidates must be passionate about children's issues, particularly in relation to infants and toddlers.

The Director must be a visionary who demonstrates good instincts and sound judgment. He/She must be a quick study who also has a solid understanding of the Los Angeles and/or California region, specifically in terms of funding sources. He/She will be a creative problem solver and an innovative thinker, ideally possessing strong entrepreneurial characteristics and capable of shaping new program ventures, while seeking out innovative ways of funding them in pursuit of fulfilling the goals of ZERO TO THREE. He/She must be a collaborative and congenial individual, both internally and externally. The ideal candidate will have strong presentation skills and will be effective at developing and building relationships internally and externally.

The Director will also be an enabler and a facilitator who will have the strength of character and conviction to work effectively with the Los Angeles and Washington D.C. staff as well as Board members in the Western region. The successful candidate will have strong listening skills and will understand that the ownership of ideas is less important than the results of the effort. He/She should be able to distill ideas, clarify issues, and have the intellectual depth and pragmatic know-how to be able to work with a variety of different personalities and constituencies. Diversity is valued by ZERO TO THREE and a commitment to diversity on the part of the Director is important. He/She should be good at setting priorities, and have the ability to successfully work on multiple tasks and functions simultaneously. Planning, setting goals and objectives, and following through, is important. Successful fundraising experience is strongly preferred.

**CAREER PATH:**

The successful candidate should have effective leadership experience working in a dynamic organization. He/She will most likely have senior level nonprofit experience with an emphasis on early childhood education, children's rights issues, infant mental health, early education, and/or disability services. Knowledge of local, state and federal programs and funding streams for child care, child welfare, infant mental health, disability services, and early education, is important. Interest in and experience with children's issues, social justice concerns or public policy is strongly preferred.

**EDUCATION:**

An undergraduate degree and an advanced degree, preferably in early childhood education, nonprofit management, public health or a related field, is required.

**COMPENSATION:**

Salary commensurate with qualifications and experience. A comprehensive benefits package will be provided. Relocation assistance, if needed, is negotiable.

*ZERO TO THREE is proud to be an EEO Employer.*