



**Rancho Cielo has retained by AMF to lead the search for our next CEO. Please see below for directions on how to apply directly to AMF. We look forward to hearing from you!**



### **Chief Executive Officer**

#### **About the Client/Organization**

Rancho Cielo provides WASC-accredited Diploma Education (through Education Partners), Vocational Training from Industry Professionals, Behavioral and Physical Health (through Medical Partners), Life Skills, Job Readiness and Placement, and Enrichment activities to young people aged 16-24 with the fewest options for future success. The culture at the Ranch is affirming for our young people, who want, need, and deserve the programs we offer. Learn about our programs, housing, and public-private partnerships at [www.ranchocieloyc.org](http://www.ranchocieloyc.org). The programs and infrastructure reside on a 100-acre Ranch property.

#### **The Opportunity**

The CEO manages a complex matrix of funding, including private contributions, grants, public funding, and earned revenue; a diverse staff who facilitate 7 primary programs, including housing; essential partnerships with public and private agencies; volunteers. The CEO must understand both the community we serve, the students and their families, as well as the donors and funders. S/he must be proficient at written and verbal communication, including public speaking g. S/he must be on the cutting edge of workforce development funding and programming, the racial equity movement, and educating vulnerable youth. Works closely with the Board of Directors on Governance and Strategic Planning.

Supervision received and exercised:

- Serves at the pleasure of the Board of Directors.
- Supervises 6-7 direct reports, a staff of about 30 FTE, and several complex collaborative partnerships

Examples of Essential Duties - including but limited to:

- Oversight of budgeting, managing to the P&L, monthly financial reporting, annual independent audit and 990 preparations.

- Oversight of Human Resources, regulations, onboarding/off boarding, market rate salary study and pay equity; Annual performance reviews of staff; maintain appropriate handbook and policies.
- Recruit, develop and retain a diverse staff.
- Act as Major Gifts Officer; supervise Annual Gifts Manager, fundraising events, grant writing and grant calendar. Grow the Endowment. Conduct future Capital Campaigns as required.
- Ensure programs demonstrate excellence, as evidenced by successful, healthy graduates. Monitor process, outcomes, and impact.
- Engage the Board of Directors in the update of the strategic plan, and in other meaningful work.
- Facilitate continuing learning in Cultural Competency for Board and Staff.
- Collaborate with staff to create marketing and fundraising materials, public relations placements, advertising, and student recruiting materials.
- Promote a culture of continuous improvement in all activities-programmatic, fundraising, and administrative. Able to call for and analyze relevant data to inform decisions and direction.
- Frequent public speaking at events, Rotary Clubs, and other organizations to promote Rancho Cielo. Competent at media relations. Maintain the stature of Rancho Cielo in the public eye and public trust.
- Create an environment where all staff and students feel heard, feel affirmed, understand behavioral standards, and are held to them.
- Oversee the maintenance and upkeep of the facilities and the Ranch property.
- Ensure appropriate insurance coverage for property, vehicles, umbrella, B&O, and medical.

Maintain safety and security of people and property - working camera system, working gate, fire preparation, etc. Ensure appropriate threat training, fire and earthquake drills.

Able to:

- Role model integrity and following the law, even when it is inconvenient.
- Be fair and consistent in setting and upholding standards with employees and students.
- Engage high-powered and prominent citizens as board members and donors.
- Engage and give voice to students and citizens from the community we serve if they need that.
- Able to resolve complex issues.
- Able to manage messy partnerships so that all agencies get their needs met.
- Can design new programs, try new things, see "failure" as a learning and not as a disaster.
- Able to write detailed and sophisticated correspondence, reports, grant applications.
- Laugh at oneself.
- Exhibit flexibility with staff in HOW results are accomplished.

#### Qualifications and Requirements:

- Rancho Cielo is a complex business that has experienced fast growth and is still growing. Demonstrated success in leading a business/complex non-profit is absolutely essential.
- Proven financial acumen.
- Influence Management - able to manage people and agencies that don't actually report to you.
- Fundraising or sales with high-stature customers/ donors.
- Bilingual and Biliterate in Spanish/English preferred.
- Bachelor's Degree Required; MBA/MPA a plus.
- Must be committed to Rancho Cielo's mission, vision and values.

#### Basics:

- Valid CA Driver's License.
- Able to walk/otherwise move on uneven ground around the property.
- Able to sit at/use a computer for extended periods of time.
- Able to converse on the phone.
- Proficiency with Microsoft Office Suite and Outlook.

#### **Equal Opportunity Employer**

Rancho Cielo is an equal opportunity employer and values diversity. People of all backgrounds and perspectives are encouraged to apply.

#### **Application Process**

**Start Date:** ASAP

**Deadline for applications:** December 31, 2021, or until position is filled

**How to Apply:** Please respond via email to [michelle@amfmediagroup.com](mailto:michelle@amfmediagroup.com). Indicate in the subject line, "Rancho Cielo CEO Search" and include all of the following confidential information:

1. Resume with LinkedIn profile link
2. A cover letter with a summary of your interest in this role, including:
  - How the Rancho Cielo mission resonates with you
  - Relevant qualifications and compensation requirements, including 2-3 brief scenarios describing your previous experience and how it maps to this role