



**Children's Action Alliance**  
**Executive Director**  
**Hybrid**  
**326 E. Coronado Road, Suite #108**  
**Phoenix, AZ**

<https://azchildren.org/>  
[www.azeconcenter.org](http://www.azeconcenter.org)

**Company Description:**

Founded in 1988, Children's Action Alliance (CAA), a 501(c)3 nonprofit organization, is an independent voice for children at the State Capitol and with policymakers at all levels of government, working to build an Arizona where all children have the opportunity to thrive. The CAA team believes that each and every child and family matters. Data, public education, the voices of Arizonans with lived experience, and relationships with policy makers and local community members throughout Arizona are central to carrying out the mission. In 2016, CAA launched The Arizona Center for Economic Progress (the AZCenter) to protect the revenue needed to invest in K-12 education and basic services that benefit all communities and to advance economic opportunity for Arizonans.

**Location:** The team works at 326 E. Coronado Road, Suite 108, in Phoenix, with one employee working in Tucson. The CAA team may work remotely up to three days per week.

**Mission:** Children's Action Alliance is an independent voice that identifies and eliminates barriers to the well-being of children and families and creates opportunities through partnerships and policy solutions.

**Budget size:** \$2.1 Million

**Position Description:**

The Executive Director will ensure that CAA and the AZCenter continue to develop and advance policies and investments that are true to their missions, maintain a powerful reputation, and build strong relationships with stakeholders. Reporting to the Board of Directors, the Executive Director executes the organization's vision, mission and strategies by employing and overseeing the work of the CAA staff. The Executive Director will represent the organization's interests to the public, legislature, and donors.

**Reporting Structure:**

The Executive Director reports directly to the Board of Directors of Children's Action Alliance.

**Direct Reports include** (total staff of 11 that work hybrid schedules):

- Deputy Executive Director (to be hired by the new Executive Director)
- Arizona Center for Economic Progress Director
- Policy Directors and Southern Arizona Director

- Executive Coordinator
- Communications Manager

### **Major Duties and Responsibilities**

The Executive Director provides strategic leadership internally and externally and seeks opportunities to advance CAA's mission. Primary qualifications include:

#### **Leadership & Strategic Planning**

- Inspire and motivate staff, supporters and donors effectively to achieve the organization's policy agenda, mission and goals.
- Provide overall strategic leadership to the organization and ensure its mission and vision are realized.
- Develop and implement strategic plans that address the issues facing Arizona's children and families through advocacy and building coalitions with a racial and ethnic equity lens.
- Lead and foster an inclusive culture where team members are seen, heard and valued.
- Leverage earned and paid media to influence elected officials and the public to support equitable policy solutions and help empower communities to advocate for resources and services needed to thrive.

#### **Advocacy**

- Advance a policy agenda, data analyses and communications designed to improve the well-being of all Arizona children and families and to identify and remove systemic and structural barriers facing marginalized communities, especially children and families of color.
- Promote and represent the organization as a respected voice for children, families and marginalized communities in the state and in national conversations and spaces.
- Develop and maintain relationships between the organization and external stakeholders, including the Arizona legislature, the governor, the congressional delegation, tribal leadership, state agencies, and local officials.

#### **Fundraising & Financial Management**

- Identify, cultivate and steward potential funders and donors as well as strengthen existing relationships at the national, regional and local levels to ensure the organization has diversified funding sources that provide adequate resources to achieve its goals.
- Develop and implement a comprehensive fundraising strategy to support CAA's operations and programs.
- Manage budgets and make strategic financial decisions in compliance with accounting, budgeting, human resources and grant management guidelines and best practices.

#### **Communications**

- Serve as the chief public spokesperson and oversee strategic communication plans to the media and public.
- Strengthen communications to engage a broad range of Arizonans, including outside of the Phoenix and Tucson metro areas.

## **Board Support & Operations**

- Support and collaborate with the board of directors to enhance the organization's ability to carry out its mission.
- Provide direction and guidance to ensure the organization's internal policies and procedures are effective, responsive and in compliance with accounting, human resources, budgeting and grant management laws and best practices.

## **Required Knowledge, Skills & Abilities:**

Ideal candidates for this position must have exceptional communication (oral and written), leadership and management skills, and public policy experience, especially in Arizona. They must excel at balancing internal management while maximizing external impact and visibility to ensure that the organization is fiscally and programmatically sound to advance its purpose and goals.

They will bring a variety of experiences and attributes to the organization, including:

- A solid commitment to the organization's mission, vision and values.
- Stellar leadership and organizational management skills. Ability to attract, recruit and retain a strong and diverse staff. Experience supervising and mentoring mid to senior-level professionals.
- Exceptional skills in persuasive communications (verbal and written) and the ability to educate, inspire, persuade and motivate key audiences including staff, elected officials, government agencies, donors and the media.
- Proven results in raising funds from local and national foundations and major donors.
- Knowledge of and experience with public policy issues concerning the needs of children, families and marginalized communities, and the proven ability to help formulate innovative strategies for identifying and achieving important public policy reforms.
- Knowledge of and experience with state government and legislative processes. Knowledge of state budgeting processes and the impact of both revenue and spending policies on children, families and marginalized communities. Experience in Arizona is desirable but not required.
- Demonstrated experience and success in bipartisan advocacy for policies that improve the lives of children, families and marginalized communities.
- Have a commitment to acknowledge and work to address systems of racial and ethnic inequities and the policies that perpetrate them.
- Solid fiscal management skills, with experience managing at least a \$2M budget preferred.
- Ability to serve as the organization's primary media spokesperson.
- At least 10 years of senior management experience.
- A Bachelor's or Master's degree in a relevant field such as nonprofit management, public policy, business administration or law.

## **Why consider the opportunity?**

- Join a passionate team committed to creating positive change that advances the well-being of Arizona families and children since 1988.
- A one-of-a-kind organization in Arizona, CAA represents several national networks dedicated to delivering impactful policies and programs to those most vulnerable.
- Generous benefits include a 20-day sabbatical after the completion of 6 years of FTE!
- Be the face of an organization leading the charge to create policy and partnerships promoting the well-being of all Arizona families and children while protecting equitable opportunities for education, health care, and human services. Some recent wins for children include:

- Arizona invested \$45 million in state funds to increase access to affordable childcare, the most invested in more than 15 years.
- In service of reducing the placement of children in congregate care, the Arizona Department of Child Safety increased the daily room and board reimbursement rate by 50% for caregivers of children aged 6–18.
- KidsCare health insurance eligibility was expanded, making 10,000 more children in working families eligible for comprehensive and affordable health coverage.
- Arizona funded free school meals for eligible low-income students, eliminating co-pays for breakfast and lunch.
- Arizona increased the monthly Independent Living Subsidy for youth in extended foster care from \$715 a month to \$1,200 to better support young people striving to become independent adults.
- Arizona increased the monthly stipend for kinship caregivers from \$75 to \$300.

**For more information, please contact:**

**Colleen Neese**

Practice Leader, Non-Profit & Healthcare

602-802-8329

[cneese@duffygroup.com](mailto:cneese@duffygroup.com)

**Beth Christensen**

Executive Recruiter

602-612-5586

[bchristensen@duffygroup.com](mailto:bchristensen@duffygroup.com)