Congressional Coalition on Adoption Institute (CCAI)
Executive Director

CCAI Mission Statement

The Congressional Coalition on Adoption Institute is a nonprofit, nonpartisan organization dedicated to raising awareness of the millions of children around the world in need of permanent, safe, and loving homes and eliminating the barriers that hinder these children from realizing their basic right of a family.

Summary of Position:

The Executive Director is the Chief Executive Officer of the Congressional Coalition on Adoption Institute. The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission, program, and financial objectives. Working in concert with the Board, the Executive Director is expected to provide leadership for strategy, organizational development, financial oversight, and fundraising. CCAI’s Executive Director also serves as the official spokesperson and public representative of the organization.

Responsibilities:

- Increasing, strengthening and diversifying the organization's funding sources;
- Guiding the expansion and development of the board of directors;
- Maintaining the strong relationship that exists between CCAI and Members of Congress;
- Increasing CCAI’s visibility and influence among members of the adoption, foster care and greater child welfare community; and
- Developing an organizational infrastructure that will support anticipated growth.

Essential Job Functions:

- Develop and sustain a development plan aimed at achieving a robust, stable, and diverse funding base.
- Give vision and leadership to the strategic and day-to-day implementation of CCAI’s core programs.
- Work to support the Chair and Vice-Chair of the Board of Directors in the recruitment, training, and maintenance of a strong, balanced Board of Directors.
- Promote Board of Directors' engagement in critical thinking, strategic planning, resource/financial development, Advisory Council development, congressional engagement, and overall organizational wellness.
- Establish rigorous accountability standards for grant and budget tracking.
- Direct financial activities and makes decisions based on plans and policies.
- Present annual budget and quarterly financial reports for Board of Directors.
- Recruit, manage, inspire, motivate, and empower a strong staff team.
- Develop and implement appropriate human resource policies and procedures, including training, career development, hiring and firing, succession planning, and performance management for all staff.
- Support inclusive annual strategic planning process and ensures planning decisions are used in setting annual program/project goals.
- Promote an organizational culture that fosters passion for the mission, cooperation, open and frequent communication, teamwork, and a common organizational vision.
Qualifications:

The ideal candidate will have:
- A passion for the mission of CCAI.
- Demonstrated success at fund development, including knowledge of and success in attracting foundation and corporate grants; ability to identify, steward, and solicit individual donors.
- Excellent organizational development, interpersonal, marketing, communication, administration, and personnel management skills.
- Experience working on Capitol Hill with Members of Congress.
- The ability to foster a healthy organizational culture and to encourage teamwork and collaboration; strong interpersonal skills that include the ability to inspire and motivate as well as effectiveness at conflict management.
- Experience working for a non-profit.
- Excellent communication skills, both written and oral; strong presentation skills.
- Experience working with and developing an effective Board of Directors.

Salary Range: $110,000-$135,000, depending on experience.