



CEO Opportunity

Tucson, AZ

June 2020

Founded in 1998 by Pima County Interfaith Council and other invested community partners and incorporated in 2003, JobPath excels at what it does – providing a pathway to prosperity by supporting motivated adult, low-income students through educational programs aligned with in-demand, high-wage career jobs.

As an independent nonprofit organization, JobPath provides financial, emotional and social support to hardworking students who go on to viable careers in areas such as nursing, radiology technology, dental hygiene, aviation technology and engineering.

A recent report by Social Venture Partners stated:

JobPath's recent results in terms of both graduation and job placement success rates as well as the dramatic average increase in post-training wages coupled with the relatively low cost per student place JobPath's program at or near "best in class" in the country.

Prior to the COVID-19 crisis, JobPath grew 20% for each of the past three years in terms of students served and was on track to increase graduates by over 30% for FY20 to 137. The two-year Pima Community College graduation rate of JobPath students is over 90% for the past three years with over 80% having found jobs in their field within six months of graduation. With a post-training wage increase averaging over \$39,000 for the past five years (and by \$42,000 in FY2019). The results are transformational to the students, their families and the community.

The Board of Directors is committed to continue growing JobPath's impact and **seeks an exceptional, growth-oriented leader**. The Board is shifting from an Executive Director-led staff structure to a CEO leadership model to more fully leverage the work JobPath has done over the past few years in terms of relationship building and revisions to our business model. And with over six months of cash-on-hand as well as a significant increase in foundation support, JobPath is positioned to put in place the staffing needed to address the post-virus needs of Tucson's workforce development.

JobPath's operating budget for FY21 is \$1.3M and there are currently six full-time employees as well as a contract accountant. Seventy-two percent of the budget comes from local government sources – Pima County and the City of Tucson.

The new CEO will hire the COO as well as other needed staff. There is a twelve-member Board of Directors led by the President along with Vice Presidents of each of three standing Board committees.

JobPath has a solid foundation and is poised and committed to continue its growth. We will look to our CEO to reach our potential in providing a pathway to prosperity for those we support.

Job Description

The CEO provides executive leadership and direction to further the organization's vision, mission, business strategy, and annual goals and objectives. Reporting to the Board of Directors, the CEO is responsible for all organizational operations including operational effectiveness and efficiency as well as fiscal management. S/he will lead by example and set clear strategies and performance goals developed in an environment of professional collaboration and trust with the Board of Directors and staff. The CEO is the lead contact for the organization in the community and is responsible for increasing and enhancing educational funding, as well as business and community partnerships.

This is an outstanding opportunity for an experienced leader with a passion for moving people from poverty to prosperity while working within a vibrant, caring and diverse community.

Essential Characteristics

While the skills and experience of any exceptional CEO are broad and multi-faceted, the Board of Directors will be looking for candidates with the following motivations, experience, and skills with a strong preference to select a proven and exceptional leader with a high level of personal and professional integrity.

1. Strong desire and experience in *leading and growing* a successful organization. Results driven and willing to be held accountable with the authority and resources to do so.
2. Desire and ability to relate to our students and their individual paths to graduate and experience a transformational step into economic and social prosperity for them and their dependents.
3. Excellent relationship-building, communications and advocacy skills addressing multiple constituencies including community college executives, elected officials at the city, county and state level as well as employers, foundations and private donors.
4. Develops and requires an open and communicative staff culture with an inquisitive mindset and one of continuous improvement.

5. Proven experience hiring, leading and developing capable staff including a COO and Director of Development. Willing to set individual staff goals, support reaching those goals and holding individuals accountable.
6. Experienced with developing and using various metrics as tools to benchmark and manage program improvements, allocation of staff resources, financial results and key relationships.
7. Desire to work collaboratively and openly with a supportive Board of Directors while leading and executing strategy and operational planning.
8. One who takes professional and personal pride in the accomplishments of an outstanding organization transforming the lives of students and their families.

Professional Qualifications

1. A minimum of seven years of progressive leadership and management experience making key contributions to organizational effectiveness and growth.
2. Proven ability to effectively lead and manage a minimum of six staff across multiple functions setting and reaching annual goals.
3. Proven ability to work effectively with a Board of Directors.
4. Desire and proven ability to fundraise from governmental and foundation sources.
5. Comfortable with using Board and staff dashboards and financial statements as management and communication tools.
6. Politically savvy and knowledgeable about interagency work and the importance of collaboration and partnerships.
7. An undergraduate degree is required, and a graduate degree in public or business administration or equivalent is desired.
8. Knowledge of, and experience with workforce development is preferred.
9. Bilingual in English and Spanish preferred.
10. Able to accommodate evening and occasional weekend hours as needed.
11. Proficient in MS Word, Excel, PowerPoint.

Compensation

JobPath is offering a competitive salary, commensurate with experience and qualifications of the selected candidate, as well as an excellent benefits package. This is a full-time, Tucson-based position with a salary range of \$95,000 - \$110,000. As this is a national search, JobPath will negotiate basic relocation expenses as needed.

To Apply

Please submit a cover letter with your resume to CEOsearch@jobpath.net. All submissions will be held in strict confidence.

Applications received by July 17, 2020 are assured review. Position will remain open until filled. All applications we receive will be reviewed in a timely manner. You will receive an initial notification that we received your application materials. Due to the volume of applications we receive, you will only be contacted again if you are selected by the CEO search committee for an interview. Please respect that we cannot take general phone calls or emails about your application or where we are in the hiring process.

The initial interview process will occur via Zoom for top candidates, with the final interview being in person, subject to then-current virus safety measures.

Finalists will be required to submit references and the final offer will be contingent upon background checks.

Website: www.jobpath.net

JobPath is an equal opportunity employer.