

POSITION ANNOUNCEMENT

CHIEF EXECUTIVE OFFICER

CLOSING DATE: JUNE 15, 2017

Earlier Submissions Encouraged

LOCATION: San Francisco, California

REPORTS TO: Board of Directors

STATUS: Full-Time, Exempt

ABOUT CAMEO

Founded in 1993, California Association for Micro Enterprise Opportunity (CAMEO) is the largest state-wide microenterprise association in the country, and serves as an industry leader from San Francisco to Washington, DC. CAMEO highlights best practices within the sector, and advocates for increased awareness, public policies and support for the nation's smallest, most ubiquitous businesses. CAMEO's mission is to grow a healthy, thriving environment for **all** entrepreneurs and start-up businesses by advancing the work of our statewide member network. Our vision is to create economic opportunity for all entrepreneurs, to build wealth and strong communities.

CAMEO's 122 members provide entrepreneurs with small business training, business financing, and technical assistance - coaching, capital, and connections. CAMEO is in the midst of an exciting transformation aimed at strategically implementing a set of targeted priorities and strategies as identified by its Trailblazer Task Force in February, 2017. Priorities include: Expand CAMEO's reach; Promote New Era Workforce/Reposition Micro Sector; Build Capacity through Targeted Programs; Increase Funding for Members; Scale up Micro Lending; and Advocacy.

ABOUT THE POSITION

The Role

Reporting to the Board of Directors, the Chief Executive Officer will be responsible for providing the leadership and management of CAMEO as it builds on its past achievements and positions itself for continued growth based on its current objectives. The CEO will lead all aspects of the organization with a specific focus on communicating the impacts of micro business, enlivening the member network, setting strategy, and securing resources that help our members expand and also sustain CAMEO's operations. The CEO enables the Board to fulfill its governance function, reports to the Board of Directors, and serves as a voting member of the Board.

A critical role for this individual will be to build strong and effective relationships, both within the CAMEO membership and stakeholder groups as well as beyond, with state and national organizations that embrace a common mission, and with donors that could support new strategies for supporting the emerging workforce

of entrepreneurs. The CEO will also serve as a representative of the Micro sector in local, state, and national settings to advance and strengthen alliances, reputation, and impact.

Continuing CAMEO's role as an "innovation lab," the CEO leads the conceptualization, design and implementation of new programs that will result in expansion of member organizations to serve more low and moderate income (LMI) entrepreneurs. This includes promoting new research and thought leadership; identifying under-served segments of micro business owners; testing new technology tools and platforms that could increase efficiency and effectiveness in program delivery to LMI entrepreneurs.

Candidate Profile

CAMEO seeks an accomplished, visionary, and entrepreneurial leader who is passionate about having impact across California's communities, and who is committed to promoting entrepreneurship and micro business ownership as key to wealth building in LMI communities.

The successful candidate will have a track record of success leading a for-profit or not-for-profit entity with a diverse constituency. The next CEO will be a skilled communicator, a natural relationship builder, and have outstanding interpersonal skills. The CEO will build on the accomplishments of its long term leader and take the organization to a new level of impact. The CEO also needs to be collaborative and able to energize CAMEO's membership to adopt innovations to increase efficiency and impact.

A successful candidate must demonstrate strong skills in following areas:

Member Development: Ability to cultivate stakeholders and members from diverse groups serving micro businesses and self-employed in CA; with board and staff input, design relevant capacity building training and technical assistance to enable members to serve more clients, more efficiently and more effectively; and cultivate and promote leadership among members.

Fundraising: Oversees all fundraising planning and implementation, including identifying resources, establishing strategies to approach funders, writing grant proposals and maintaining strong relationships with funders and stakeholders.

Financial and Operations Management: Recommends yearly budget for Board approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations; provides monthly financial reports to Board; reports to funders as specified in grants.

Human Resource Management: Effectively oversees the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations; strives to enable all staff to perform optimally in furtherance of CAMEO's goals.

Advocacy and Public Relations: Persuasive communicator, able to achieve recognition and resources for the micro business sector, both nationally and at a state-wide level; oversees development of communications strategies and materials that ensure that the organization and its mission, programs, products and services are consistently presented to members, funders and relevant stakeholders. Proven ability to build good working relationships with other agencies, partners and community leaders, and to build coalitions and strategic partnerships across a wide range of constituents.

Board Administration and Support: Supports operations and administration of the Board by advising and informing Board members, carrying out programs as set during the Annual Board Retreat; providing quarterly progress reports; and engaging board members in key initiatives.

REQUIRED EXPERIENCE AND EDUCATION

- Demonstrated commitment to CAMEO's mission, values and goals
- Prior experience managing and growing a membership organization preferred
- Working knowledge of the local, regional and national micro enterprise finance and development landscape, including government agencies, foundations, corporations, intermediary organizations and financial institutions
- A track record of securing resources from foundations, corporate contribution programs, government agencies, fundraising events and individual donors
- Experience informing the development of public policies to advance innovation and growth among Micro Enterprise Development Organizations (MDOs), Micro Lenders and the businesses they serve
- Entrepreneurial team player with a track record of fostering collaboration and a sense of community among staff, board and members
- Strong analytical skills with the ability to clearly deliver complex findings to multiple stakeholders
- Ability to develop and manage operating budgets, understanding and oversight of financial reporting and annual audit
- Excellent oral and written communications skills including a working knowledge of advance computer software and social networks
- Ability and willingness to travel occasionally to meetings and conferences
- Five years of progressively responsible, senior-level management experience in the philanthropic, nonprofit, government and/or private sector
- Master's degree from an accredited college or university in areas such as economics, business administration, finance, or related fields - experience in excess of the minimum experience requirement may substitute for an advanced degree

COMPENSATION & BENEFITS

The salary range for this position is \$112,000 – \$140,000, including a generous benefits package with health, dental and vision coverage for employee, disability and life insurance and a retirement plan.

APPLICATION INSTRUCTIONS & DEADLINE

To apply, send a cover letter, resume and list of three references on or before **5:00 p.m. on Monday, June 15, 2017** to CAMEO@walkeraac.com.

Email applications are required – use the Subject Line: CEO, CAMEO. Documents must be Microsoft Word or PDF files only (PDF files are preferred). Resume review begins immediately.

CAMEO is an equal opportunity employer. People of any race, color, religion, class, age, size, sex, sexual orientation, physical ability, marital status, or any other characteristic protected by law are strongly encouraged to apply.