



OCTax Chief Executive Officer

General Job Description

MISSION

Fighting to make taxes fair, understandable, cost-effective and good for the economy.

GENERAL RESPONSIBILITIES

The Chief Executive Officer (CEO) is the key management leader of the Orange County Taxpayers Association (OCTax). The CEO is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the OCTax Board of Directors.

The CEO is the liaison between the board of directors and any managers, directors, consultants or contractors of the nonprofit. The CEO is also a member of the OCTax PAC Board and manages its operations and activities. This means communicating to support staff the goals of the board and developing strategies and tactics to achieve these goals. The CEO is the public face of OCTax and is often called upon to represent the organization at events, speaking engagements, interaction with local leaders and elected officials, as well as in the media. The CEO is also responsible for assisting with board development, suggesting, recruiting and training volunteer board members.

ESSENTIAL SKILL SET

- Expertise and known credibility in driving public policy
- Deep experience with change management and organizational capacity building
- Confidence, ambition, and fearlessness when it comes to revenue development, fundraising, and stewardship
- A strong strategic skill set, able to build pathways that drive strategy into reality
- Compelling external presence and track record of rallying support and engagement from a cross-section of stakeholders
- Knowledge of public policy change and related strategies

1) Board Governance:

Works with board in order to fulfill the organization mission.

- Responsible for leading OCTax in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.



- 2) **Financial Performance and Viability:**
Develops resources sufficient to ensure the financial health of the organization.
 - Responsible for fundraising and developing other revenues necessary to support OCTax's mission.
 - Responsible for the fiscal integrity of OCTax, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
 - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

- 3) **Organization Mission and Strategy:**
Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
 - Responsible for implementation of OCTax's programs that carry out the organization's mission.
 - Responsible for strategic planning to ensure that OCTax can successfully fulfill its Mission into the future.
 - Responsible for the enhancement of OCTax's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

- 4) **Organization Operations:**
Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
 - Responsible for the hiring and retention of competent, qualified staff.
 - Responsible effective administration of OCTax operations.
 - Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Actual Job Responsibilities

1. Report to and work closely with the OCTax Board of Directors to seek their involvement in policy decisions, fundraising, Sponsorships and to increase the overall visibility of the organization.
2. Supervise, collaborate with organization staff/consultants.
3. Strategic planning and implementation.
4. Planning and operation of annual budget.
5. Serve as OCTax's primary spokesperson to the organization's constituents, the media and the general public.
6. Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance OCTax's Mission.
7. Engage in fundraising, sponsor recruitment and developing other revenues.
8. Oversee marketing and other communications efforts.
9. Oversee organization Board and committee meetings.
10. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.



11. Plan and supervise execution of OCTax Membership and Annual Gala Events
12. Review and approve contracts for services.
13. Serve as a Board Member to OCTax PAC.
14. Manage operations and activities of the OCTax PAC.
15. Other duties as assigned by the Board of Directors.

Professional Qualifications Needed

- A bachelor's degree or equivalent professional experience.
- Ten (10) or more years senior nonprofit management or equivalent professional experience.
- Previous professional experience steering public or tax policy.
- High-level experience in public or tax policy analysis.
- Experience and skill in working with a Board of Directors.
- High-level strategic thinking and planning.
- Ability to envision and communicate the organization's mission and strategic direction to the staff, board, members, donors, volunteers, policy makers and the public.
- Demonstrated ability to oversee and collaborate with staff.
- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience. Excellent donor and sponsor relations skills and understanding of the funding landscape.
- Previous success in establishing relationships with individuals and organizations of influence including donors, sponsors, partner agencies and volunteers.
- Proven organizational abilities, including planning, delegating, program development and task facilitation.
- Demonstrated financial management skills, including budget preparation, analysis, decision making and reporting.
- Excellent written skills and public speaking ability.
- Strong work ethic with a high degree of energy.
- Transparent and high integrity leadership.

TIME COMMITMENT

The time commitment of this position (full-time, part-time, or other) will be negotiated with the candidate at the time of employment.

COMPENSATION & BENEFITS

Salary and benefits will be negotiated and commensurate with the candidates experience and time commitment to the organization.

EQUAL EMPLOYMENT INFORMATION

As an equal employment opportunity employer, OCTax encourages applicants from diverse backgrounds to apply.



Location: Orange County, California
Address: 701 E. Chapman Avenue, Orange, CA 92866
Type: 501(c)4
Website: <http://www.octax.org/>