

Executive Director (Part-Time)

About the California City Management Foundation

The California City Management Foundation (CCMF) is a nonprofit organization dedicated to promoting and encouraging excellence in city management in all of California's 480+ incorporated cities and towns. Through scholarships, professional development, mentoring, and wellness initiatives, CCMF supports city managers and aspiring leaders at every stage of their careers.

Position Summary

CCMF is seeking a **part-time Executive Director** to provide strategic leadership, operational oversight, and external representation for the Foundation. This role is ideal for a **retired or former city manager** who is passionate about giving back to the profession and advancing the next generation of local government leaders.

The Executive Director works closely with the CCMF Board of Directors and partner organizations to advance the Foundation's mission, manage day-to-day operations, and ensure strong stewardship of resources.

Key Responsibilities

Strategic Leadership & Governance

- Serve as the primary liaison to the CCMF Board of Directors
- Support the Board in setting strategic priorities and implementing approved initiatives
- Prepare materials and support meetings of the Board and committees
- Ensure alignment with the Foundation's mission and long-term goals

Program Oversight

- Oversee CCMF programs, including scholarships, mentoring initiatives, professional development, special events and wellness efforts
- Collaborate with volunteers, partners, and stakeholders to expand and strengthen programming
- Evaluate program effectiveness and recommend enhancements

Fund Development & Financial Oversight

- Support fundraising efforts, including donor cultivation and stewardship
- Work with Board leadership to identify funding opportunities and partnerships
- Oversee the Foundation's budget, financial reporting, investing and compliance requirements
- Coordinate with accountants or financial advisors as needed

External Relations & Advocacy

- Serve as an ambassador for CCMF within the city management profession
- Build and maintain relationships with city managers, ICMA, League of California Cities, and other partner organizations
- Represent CCMF at conferences, events, and meetings as appropriate

Operations & Administration

- Oversee day-to-day administrative functions of the Foundation
- Manage consultants or contractors as needed
- Ensure compliance with nonprofit governance and reporting requirements
- Support communications efforts in coordination with CCMF members and sponsors

Qualifications

- **Preferred:** Former or retired **City Manager**
- Deep understanding of the city management profession and California local government
- Strong leadership, communication, and relationship-building skills
- Currently active or former member of CCMF
- Experience working with boards and nonprofit governance
- Fundraising or donor engagement experience a plus
- Ability to work independently and collaboratively in a part-time capacity

Time Commitment & Compensation

- **Part-time position** (anticipated 15–30 hours per week, flexible)
- Compensation commensurate with experience
- Remote work with occasional in-person meetings and events (primarily in California)

Why This Role Matters

This position offers a meaningful opportunity for a seasoned local government professional to:

- Give back to the profession
- Mentor and support current and future city managers
- Help shape the future of local government leadership in California