

Job Announcement

Executive Director, Institute for Local Government

The Institute for Local Government, the non-profit research affiliate of the League of California Cities, California Special Districts Association and California State Association of Counties, is seeking a visionary leader to oversee the activities of the Institute during a dynamic time of change. This senior level position, based in Sacramento, offers an exciting opportunity for an energetic leader who thrives on challenges, has an entrepreneurial spirit and shares the Institute's passion for promoting good government at the local level.

This executive position works in partnership with the Institute's Board of Directors to assist local government leaders to govern openly, effectively and ethically; work collaboratively; and foster healthy and sustainable communities. The Executive Director coordinates activities and resources between the Institute, League, CSDA, CSAC, local government agencies and other private, public and non-profit organizations to ensure programs, publications and services are relevant to identified needs and achieve maximum impact. Functioning independently and within the team, the Executive Director provides highly responsible and complex policy, fiscal, programming and administrative leadership to plan, direct, manage and oversee all aspects of the organization including fundraising, accounting, staff supervision and management of programs across a diverse array of subject areas from homelessness to climate action to technology, among others.

The League of CA Cities, CSAC and CSDA strongly support the Institute and desire to see it meet its potential. The Executive Director will enjoy tremendous support as they help sculpt the organization's mission, vision, services, finances, programs, messages and staffing. This is a true opportunity to make a lasting difference.

Institute for Local Government

Founded in 1955, the Institute, is solely dedicated to promoting excellence among California's over three thousand local government agencies - its cities, counties and special districts. Having garnered a reputation for neutral, practical and non-partisan expertise in what works best in local representative governance, policy-making and administration, the Institute has a unique role in California's governmental ecosystem.

Through a bright and highly dedicated staff of ten, a cadre of subject matter consultants and advisors, and an engaged Board of Directors, the Institute leverages the core support it receives from its parent organizations, the League, CSDA and CSAC. Additional support comes from a diversified mix of funding, including foundation grants, state agency and university contracts, and corporate support, as well as revenue from publications and workshops.

The Institute seeks to undergird the efficacy and legitimacy of government at the local level in the nation's most populace and influential state. It does so through the provision of the highest quality written resources, training and consulting to local elected leaders and appointed officials throughout California. Its program areas include: Sustainable Communities, Ethics & Transparency, Local Government Basics, Collaboration & Partnerships, and Public Engagement.

[Click here to learn more about the Institute](#)

Ideal Candidate: Qualifications & Experience

The successful candidate will have a passion for and be deeply committed to the Institute's mission to advance the effectiveness of local agencies for the benefit of the communities they serve. They will have the following combination of qualifications and experience:

- Bachelor's degree from an accredited university preferably with major course work in nonprofit administration, public administration, public policy, management, law, communications, or equivalent cumulative education and professional work experience. Graduate level degree a plus.
- At least 10 years of broad-based relevant senior management experience. Non-profit and local government experience is preferred but not required.
- High energy leader and manager interested in moving a successful organization to a higher level; track record of building and/or expanding the capacity of an organization at the national, regional, or local level.
- Well versed in engaging and supporting a governing board.
- Skills to partner with the board and parent organizations to create a strategic plan for the Institute's ability to equally value all Institute programs, managing and celebrating the diversity of program topics, funding, and size while creating a unified, team-oriented work environment.
- Had a lead role in generating and managing revenue (both earned and contributed income) for an organization of similar size and complexity.
- Demonstrated measurable results in hiring, mentoring, developing, and leading staff; an engaging and effective leader.

[Click here to view a detailed job description](#)

Work Schedule and Travel

The normal work week is Monday through Friday, 8:30 a.m. to 5 p.m. This position's responsibilities will require work hours or days outside the normal schedule. Regular overnight and multi-night out-of-town travel for meetings, presentations and conferences is a key element of the position.

Employer

The Institute receives staffing services through an agreement for professional services with the League of California Cities. Staff assigned to the Institute are League employees and participate in the League's benefits package, including both defined contribution and defined benefit (CalPERS) retirement plans, medical, dental, life insurance, transportation benefits, flexible spending accounts, vacation time, sick leave and holidays.

Information about the League of California Cities is available at www.cacities.org.

Compensation & Benefits

Salary: The Institute offers a competitive salary DOQ.

Retirement: California Public Employees Retirement System (CalPERS) 2% at 60 for classic CalPERS members; 2% at 62 for new CalPERS members.

Deferred Compensation: Employees may defer up to \$18,500 per year through the League's ICMA/RC defined contribution plan.

Health and Dental: Employees participate in an optional benefit program that includes dental insurance and medical coverage selected from two HMO and one PPO plans.

Life Insurance: Employer-paid \$50,000 life insurance coverage for employees. Supplemental employee-paid coverage is available.

Other Benefits: Under employer's optional benefit program, employees may use a portion of their salaries on a pre-tax basis to cover child care and/or certain health care expenses.

Vacation: Two weeks annually; three weeks after five years of service.

Holidays: Employees receive twelve paid holidays annually.

Sick Leave: Employees earn twelve days annually.

Recruitment/Decision Schedule

While this position will be open until filled, the goal is to complete the recruitment process at the earliest opportunity so that the Institute can welcome a new leader as soon as possible.

Application Procedure

Please submit a cover letter that speaks to your qualifications and a resume to:

Email: careers@cacities.org

Subject Line: ILG Executive Director

Please be prepared to submit three professional references.