



Chief Executive Officer

Pay Range	\$327,429 - \$425,500
Reports to	Board of Directors
Schedule	M-F full time, on-site 4 days; 1 day hybrid
Job Class	Executive, Exempt, People Manager
Travel Requirements	Periodic local and statewide travel as necessary for organizational operations, community engagement, advocacy, conferences, and stakeholder relations.

Position Summary

The Chief Executive Officer/President (“CEO”) serves as the senior executive leader responsible for the strategic direction, operational leadership, financial sustainability, and organizational oversight of United Cerebral Palsy of Sacramento and Northern California (the “Operating Organization”) and the affiliated UCP Foundation (the “Foundation”), each of which is a separate California nonprofit public benefit corporation recognized as tax exempt under Internal Revenue Code §501(c)(3).

Reporting directly to the Board of Directors (the “Board”), the CEO is responsible for advancing the organization’s mission, ensuring operational excellence, fostering a strong and inclusive organizational culture, and maintaining compliance with all applicable legal, regulatory, and fiduciary obligations. The CEO provides visionary and collaborative leadership to support long term organizational sustainability, community impact, workforce development, strategic growth, and strong governance practices while serving as a key ambassador for the organization with employees, donors, community partners, public agencies, and stakeholders.

Governance Structure & Entity Distinction

United Cerebral Palsy of Sacramento and Northern California (the “Operating Organization”) and the affiliated UCP Foundation (the “Foundation”) are separate California nonprofit public benefit corporations with distinct legal structures, fiduciary responsibilities, governance obligations, financial accounts, and operational purposes, although Board membership may partially overlap. The Chief Executive Officer is responsible for supporting strong governance, operational alignment, financial stewardship, and regulatory compliance across both entities while recognizing and maintaining the separate legal and fiduciary responsibilities of each organization.

Position Responsibilities

- Respect and maintain the legal separateness of both entities while ensuring strategic alignment.
- Support each Board in fulfilling its fiduciary duties of care, loyalty, and obedience under California law.
- Ensure that all inter-entity transactions (e.g., grants, shared services, cost allocations) are properly documented, conducted at fair value, and in compliance with applicable laws and policies.
- Implement and enforce policies addressing conflicts of interest, self-dealing, and related-party transactions consistent with California law and IRS regulations.
- Coordinate Board communications to ensure transparency without compromising independent governance responsibilities.

Essential Functions

Executive Leadership and Organizational Management

The Chief Executive Officer provides strategic and operational leadership for all organizational, programmatic, and administrative functions of UCP of Sacramento and Northern California. The CEO is responsible for ensuring high quality, mission aligned, and legally compliant service delivery while overseeing workforce planning, organizational culture, leadership development, and organizational performance. This role provides visionary, inclusive, and transparent leadership that supports the organization's long term sustainability, operational excellence, and strategic growth. The CEO will mentor and support executive and organizational leaders, promote cross departmental collaboration, strengthen employee engagement and accountability, and foster a professional, mission driven, and results oriented organizational culture.

Strategic Leadership and Board Partnership

The CEO works closely with the Board of Directors to support strong governance, organizational transparency, and strategic leadership. Responsibilities include establishing organizational goals and operational priorities in partnership with the Board, maintaining clear and effective communication, and providing timely, accurate, and comprehensive reporting to support informed decision making. The CEO advises the Board on organizational risks, strategic opportunities, financial and operational matters, and relevant regulatory developments while ensuring alignment between the organization's mission, programs, and resources. This role also supports Board development, engagement, and committee participation, including community engagement and fundraising initiatives, while serving as a primary ambassador for the organization with staff, donors, community partners, and the public.

Foundation Leadership and Resource Development

The CEO oversees Foundation activities including fundraising, donor stewardship, endowment oversight, and grantmaking efforts to support the organization's long term sustainability. This role is responsible for developing and executing diversified revenue strategies, including major gifts, planned giving, institutional grants, and corporate partnerships, while ensuring strict adherence to donor intent and charitable fund restrictions. The CEO also leads organizational marketing, branding, and development strategies designed to strengthen community awareness, stakeholder engagement, and philanthropic support while supporting Board participation in fundraising activities consistent with nonprofit best practices.

Financial Oversight and Stewardship

The CEO is responsible for the financial oversight and long term fiscal sustainability of the organization. Responsibilities include overseeing the development and administration of annual budgets, ensuring accurate financial reporting and internal controls, safeguarding organizational assets, and maintaining compliance with Generally Accepted Accounting Principles (GAAP). The CEO provides regular financial and operational updates to the Board of Directors, including reporting related to budget performance, liquidity, cash flow, and fundraising progress, while ensuring independent audits and prudent investment management practices, including oversight of endowment funds in accordance with applicable laws and fiduciary standards.

Legal, Regulatory, and Policy Compliance

The CEO is responsible for ensuring organizational compliance with all applicable federal, state, and local laws, regulations, and nonprofit governance standards, including California Nonprofit Public Benefit Corporation Law, Internal Revenue Code §501(c)(3) requirements, and California Attorney General charitable trust regulations. This role provides executive oversight for accurate and timely regulatory, financial, and compliance reporting, including IRS Form 990, California Form RRF-1, audits, and related filings. In partnership with the Board of Directors, the CEO supports strong governance practices, fiduciary accountability, organizational transparency, and risk management while maintaining appropriate operational policies, internal controls, insurance coverage, and legal oversight to protect the organization's mission, assets, and reputation.

Community Engagement and Advocacy

The CEO serves as a visible and respected representative of the organization within local, regional, and statewide communities and is responsible for building and maintaining strong relationships with clients, families, donors, policymakers, community partners, and other stakeholders. This role advocates for public policies and community initiatives that advance the rights, inclusion, and well being of individuals with disabilities while promoting awareness of the organization's mission and impact.

Performance Management and Accountability

The CEO establishes and oversees organizational performance management systems designed to support operational effectiveness, strategic execution, accountability, and continuous improvement. Responsibilities include developing measurable organizational goals and key performance indicators related to program outcomes, financial sustainability, fundraising effectiveness, compliance, and organizational performance, while regularly reporting progress and organizational metrics to the Board of Directors.

Required Qualifications

- Minimum five years of senior executive leadership experience, preferably within a California nonprofit, healthcare, human services, or mission driven organization.
- Demonstrated experience working with Boards of Directors, including governance support, strategic planning, fiduciary accountability, and executive level reporting.
- Experience overseeing complex organizational operations, including program administration, workforce leadership, financial management, and organizational development.
- Strong financial and business acumen, including budgeting, audits, financial reporting, compliance oversight, and long term sustainability planning.
- Knowledge of applicable federal and California nonprofit laws, regulatory requirements, and reporting obligations, including nonprofit governance and charitable compliance standards.
- Demonstrated ability to lead and develop high performing teams while fostering a collaborative, inclusive, and mission driven organizational culture.
- Exceptional communication, relationship building, and stakeholder engagement skills with the ability to effectively represent the organization with employees, donors, community partners, public agencies, and the Board of Directors.

Preferred Qualifications

- Familiarity with California Regional Center systems, nonprofit funding structures, and regulatory environments related to community based services.
- Experience with philanthropic development, foundation operations, endowment oversight, planned giving, donor stewardship, and nonprofit fundraising strategies.
- Experience leading complex, multi site organizations with diverse operational and workforce needs.
- Advanced degree in business administration, public administration, nonprofit management, healthcare administration, law, or a related field.

Required Skills, Competencies, and Abilities

- Visionary Leadership: Ability to set and articulate a compelling vision for retention strategy and motivate cross-functional teams to achieve it.
- Communication Skills: Exceptional verbal and written communication skills; adept at engaging diverse stakeholders, including Board members, senior leaders, and site level staff.
- Board Engagement: Skilled at presenting strategies and outcomes to the Board of Directors and drawing support for organization change.
- Organizational Skills: Highly organized and able to prioritize competing tasks, multitask, and meet deadlines with attention to detail.
- Strategic & Critical Thinking: Ability to interpret data, evaluate trends, and drive data-informed decision-making in the employment market.
- Financial Acumen: Experienced in managing departmental budgets, financial forecasting, and aligning resources with organizational priorities.
- Interpersonal Skills: Approachable, collaborative, and professional, with high integrity and emotional intelligence.
- Tech-Savvy: Proficient in Microsoft Office Suite and other relevant digital platforms.
- Talent Development: Experience in supervising, coaching, and developing staff with a focus on accountability, collaboration, and retention.
- Budget Development and Execution: Demonstrated ability to lead budget strategy to support financial health of the organization.
- Brand Stewardship & PR: Support brand strategy, media relations, and external communications to elevate public visibility.
- Confidentiality: Understands and upholds confidentiality in handling sensitive organizational data.
- Equity & Inclusion: Committed to inclusive practices and growing employee base.
- California Driver's License & Insurance: Required for travel to donor meetings, community events, and public engagements.

Location

This position is located on site at UCP of Sacramento and Northern California, 4350 Auburn Blvd, Sacramento, CA 95841. Work may be offsite at various locations which may include other inside and outside facilities outside of UCP's control.

Working Conditions and Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Working conditions of this position include performing work in an office environment with travel to locations as needed. The office environment may include constant interruptions and interactions with the public. While performing the duties of this job, the employee is regularly required to sit, talk, and hear well enough to converse on the telephone and in person.

Use of hands and fingers is required for computer keyboarding, filing, writing and answering telephones. Visual acuity is required to read instructions and manage computer databases.

The employee may occasionally lift and/or move up to 30 pounds.

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change or be added at any time per the business need

Equal Opportunity Employment

UCP of Sacramento and Northern California is committed to providing a professional work environment free from discrimination harassment and prohibits discrimination and harassment based on the following characteristics: race, color, caste, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic conditions), genetic information, marital status, sex (including pregnancy, childbirth breastfeeding or related medical conditions), gender, gender identity, gender expression, reproductive health decision making, age (40 years and over) sexual orientation, veteran or military status, domestic violence victims, political affiliation, and any other characteristic protected by state or federal antidiscrimination law covering employment.

Employee Acknowledgment

I acknowledge that I have received, read, and understand the job description for the position of **Chief Executive Officer** at UCP of Sacramento and Northern California. I understand the essential functions, duties, responsibilities, physical demands, and working conditions as described.

I understand that this job description is intended to describe the general nature and level of work expected in this position and is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the role. UCP of Sacramento and Northern California reserves the right to modify, supplement, eliminate job duties, or assign new duties within a reasonable and relevant scope, to meet business needs.

I understand that this job description does not constitute a contract of employment and that my employment with UCP of Sacramento and Northern California is at-will, meaning that either I or the organization may terminate the employment relationship at any time, with or without cause or advance notice, subject to applicable law.

I further understand it is my responsibility to ask my supervisor or the Human Resources Department if I have any questions regarding the duties or responsibilities outlined in this job description

Employee Signature

Date

Board Chair Signature

Date