



CEO JOB DESCRIPTION

OUR CLIENT

Working Solutions is a Community Development Financial Institution (CDFI) whose mission is to provide entrepreneurs with access to capital and consulting services to start or grow successful businesses. The organization serves a diverse population and prioritizes low-income individuals, women, and minorities while focusing on supporting microenterprise growth as a strategy to strengthen the local economy, create jobs, and build strong communities.

Working Solutions is the first to believe in the dreams of underserved entrepreneurs and provides them fixed rate loans of \$5,000 to \$50,000 coupled with pre- and post-loan business consulting for the term of each loan. Founded in 1999, Working Solutions launched its lending services in 2005, and the organization has since educated thousands of business owners, specifically those in the early stages of business growth and development, and extended over \$14.5 million in microloans with the extraordinary repayment rate of 96%.

Working Solutions has achieved these results with a growing and diverse team of now 16 employees and a Board comprised of business and community leaders. Headquarters are in San Francisco with satellite offices in San Rafael and Oakland, and the organization currently serves nine counties in Northern California.

It has been a year of incredible growth for Working Solutions with an increase of 46% in loans and 66% in dollars going to help Northern California entrepreneurs. As a responsive leader in the field, Working Solutions stepped up quickly to create the Emergency Relief Loan Fund to help businesses rebuild after the recent devastating fires in Napa and Sonoma counties.

OVERVIEW OF CEO POSITION

The ideal CEO candidate will have proven knowledge and expertise of CDFIs with an emphasis on executive management and small business lending. She/he will have a demonstrated commitment to the mission of the organization and a successful track record of managing a professional and committed staff, fostering and cultivating external relationships, and partnering and reporting to a dedicated Board.

We seek candidates who possess a superior ability to articulate a compelling vision and can inspire others toward fulfilling that vision—one that will build on the success, strong relationships, and solid foundation of Working Solutions and move it toward the next horizon of growth.

ROLE AND RESPONSIBILITIES

Working Solutions seeks a CEO that will provide vision, leadership, and oversight to accomplish the strategic goals of this highly respected organization. She/he will be a quick and curious learner with deep listening skills and a passion for building organizations, and cultivating relationships both externally and internally.

The successful candidate will work directly with the Board of Directors and staff to propel the organization forward in both a relevant and impactful way by enhancing its visibility, increasing resources and support for the organization, and establishing key strategic priorities. She/he will have the benefit of using the outgoing Founding CEO as a trusted advisor to ensure key relationships and partnerships are smoothly transitioned.

Key responsibilities of the position:

Provide inspirational and visionary leadership.

Guide the Board and staff through a strategic planning process that creates both short-term and long-term priorities with benchmarks and deliverables.

Ensure the effectiveness, quality, and impact of Working Solutions' products and services and motivate and hold the staff accountable for achieving goals.

Build, cultivate, and foster strong relationships with investors, partners, and other key stakeholders.

Lead the efforts along with key staff to increase and diversify grant and debt investments for the organization.

Oversee the financial health of the organization and provide leadership and direction during the budgeting process.

Hire, mentor, coach, and develop staff along with creating opportunities for them to grow and develop in their work.

Partner closely with the Board to recruit, support, and maintain a strong and engaged Board of Directors.

PERSONAL CHARACTERISTICS

The CEO will embody the following characteristics and qualities:

Excellent and intuitive communicator both verbal and written: a leader and bridge-builder who can communicate with diverse audiences and manage diverse viewpoints in a professional and compelling manner.

Results oriented and resourceful along with the drive to be proactive, strategic, and operational.

Confidence and ability to make and delegate decisions as needed, work well under pressure, and adapt easily to changing situations and priorities. Good judgment and consensus-building skills.

Commitment to diversity, equity, and inclusion.

QUALIFICATIONS

The ideal candidate will have a minimum of 8 to 10 years of progressive management and leadership experience preferably with a CDFI or lending institution.

She/he will have strong financial acumen and a proven track record of success in leading, managing, and growing a diverse organization while identifying new funders and investors.

EDUCATION

Bachelor's degree in Business, Economics, Public Administration, or related field.
A Master's degree is desirable.

COMPENSATION

An attractive compensation and benefits package will be provided to the successful candidate. Working Solutions is an Equal Opportunity Employer.

PROCEDURE FOR CANDIDACY:

Please submit CVs and letters of interest to:

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