

Job Announcement

Congressional Coalition on Adoption Institute **Executive Director** (Posted: March, 2005)

The Congressional Coalition on Adoption Institute in Washington, DC, has retained Slesinger Management Services to recruit a passionate leader and results-focused manager to serve as executive director. This is an exceptional opportunity for an individual with strong organizational and fundraising skills who is committed to promoting adoption and working on behalf of orphans in the United States and around the world. Applications will be accepted until this position is filled.

The Organization

The mission of the Congressional Coalition on Adoption Institute (CCAI) is to raise awareness – particularly within the United States Congress – about the 500,000 foster children in this country and the millions of orphans around the world in need of permanent, safe, and loving homes; and to eliminating the barriers that hinder these children from realizing their basic need of being part of a family.

CCAI is an outgrowth of the Congressional Coalition on Adoption (CCA), which was created in 1985 as a bicameral, bipartisan alliance of Members of Congress dedicated to improving adoption policy and practice, and to focusing public attention on the advantages of adoption. Since its inception, the CCA has grown to over 180 Members of Congress.

To more effectively raise congressional and public awareness about the issue of adoption, CCA's leaders created the Congressional Coalition on Adoption Institute (CCAI) in 2001. As a nonprofit, nonpartisan organization, CCAI raises money for its educational programs from foundations, corporations, and individuals. It receives no congressional or federal money.

The current co-chairs of CCA are Senator Larry Craig, Senator Mary Landrieu, Congressman Jim Oberstar, and Congressman Dave Camp (two Democrats and two Republicans, representing CCAI's commitment to nonpartisanship). These four Members of Congress also serve on the board of directors of CCAI, along with five people from the private sector, all of whom have a deep commitment to issues involving orphans and adoption. The presidency of the Institute rotates annually among the four Members of Congress.

CCAI's programs focus primarily on:

1. Serving as an informational and educational resource to policymakers as they seek to draft positive adoption, foster care and other adoption-related legislation and to meet their constituents' needs. By organizing congressional briefings and educational trips, CCAI educates Members of Congress and their staff about current domestic and international adoption-related matters.

2. Hosting public awareness events to give an opportunity to all Members of the United States Congress and other public leaders to use their powerful voices to improve the lives of orphans, and to recognize outstanding individuals who have adopted children and made them part of a loving family.

Specific programs currently include:

- Angels in Adoption, an annual gala dinner that provides an opportunity for Members of Congress to recognize and honor the work of their constituents who have enriched the lives of children through adoption;
- Foster Youth Internship Program, which provides former foster youths, who are enrolled in college or graduate school, an opportunity to intern in congressional offices for the summer, which, among other benefits, raises awareness about the 542,000 children in foster care, and specifically the 126,000 currently available for adoption, by bringing Members of Congress in direct contact with those who have first-hand experience with the foster care system;
- Congressional Resource Program, which serves as an informational and educational source to policymakers, via briefings, meetings, and roundtables on Capitol Hill to provide Members of Congress and their staff with relevant materials, resources, and up-to-date statistics on domestic and international adoption and foster care-related issues;
- CCAI International Program, which organizes fact-finding trips for Members of Congress and their staff to promote sound international adoption policies via meetings overseas with foreign officials in charge of adoption, visits to orphanages, and meetings with leaders of successful child welfare programs; and
- National Adoption Day, which CCAI co-sponsors along with several other national organizations.

CCAI has grown rapidly over its first four years of operation under the leadership of its first executive director, Kerry Hasenbalg. It currently has an operating budget of about \$1 million (compared to about \$350,000 in 2002 and \$650,000 in 2003). Major donors include the Freddie Mac Foundation, Target Corporation, the Dave Thomas Foundation for Adoption, Wendy's International Foundation, the Annie E. Casey Foundation, and several individuals.

CCAI has a staff of seven. Its office is in McLean, Virginia, but will likely move to new space in the Washington, DC, metropolitan area once a new executive director has been appointed.

To learn more about Congressional Coalition on Adoption Institute, please see www.CCAInstitute.org.

The Principal Responsibilities of the Executive Director

This is a unique opportunity for a person with exceptional leadership and management skills who seeks to grow and strengthen a nonpartisan organization dedicated to reducing the number of orphans in the United States and around the world.

CCAI has demonstrated that it can bring together Members of Congress who often disagree on other issues to agree on many policies related to domestic and international adoption. It is essential that the next executive director maintain CCAI's reputation as a nonpartisan organization

that will work cooperatively with any Member of Congress interested in learning more about adoption.

The overriding responsibility of the next executive director is to lead and manage this relatively young organization so that it can carry out its important mission successfully over the coming years.

Specific responsibilities include:

1. Working with the board and staff to create a strategic plan to guide the organization's work over the next several years. Although it's clear that CCAI will continue to focus on informing and educating Members of Congress about adoption, a plan is needed to address key management issues such as what specific programs should be offered, and how CCAI's work should be financed.
2. Overseeing CCAI's programs that educate and respond to the needs of the diverse Members of Congress interested in adoption. Program management includes evaluating existing programs to insure they are relevant and effective, and being managed efficiently.
3. Raising significant additional revenue from individuals, foundations, corporations, and other private sources to expand the organization's budget so CCAI can carry out more programs that are consistent with its mission. Future fundraising will continue to exclude Congressional and other federal funding.
4. Continuing to maintain organizational relationships with key groups active in adoption, where strong working ties help CCAI carry out its mission.
5. Serving as a media spokesperson and champion for CCAI.
6. Leading and mentoring the professional staff, that currently includes six other positions.
7. Supporting the efforts of the board of directors as it strengthens and expands its governance and leadership capabilities, including the recruitment of new board members to replace the private sector members when their terms expire.

Desired Skills and Personal Characteristics

To be successful, the executive director should be:

1. Committed to CCAI's educational mission, and the ways in which the organization can contribute to the needs of orphans within the United States and around the world.
2. Capable of working cooperatively with a large, bipartisan group of Members of Congress, and especially the four co-chairs and their staff, who are personally highly committed to the success of CCAI and are often the source of many programmatic initiatives.
3. An excellent speaker and communicator, able to motivate, inspire, and persuade public officials, funders, the media, and the child welfare community.
4. A successful fundraiser, with a track record that includes significant success from individuals, foundations, corporations, and other donors at the national level.
5. A skilled manager, capable of building and leading a dedicated staff, and insuring the financial well-being of the organization.
6. Able to develop a strong working relationship with a board of directors, including both the four Members of Congress and the five private sector members, all of whom are deeply dedicated to the success of CCAI.

7. Able to travel. In addition to occasional domestic travel that often can be done in 1-2 days, CCAI will organize one or two international trips for Members of Congress, typically lasting 5-8 days per trip.

Desired Experience

The ideal executive director will have:

1. At least five years of experience working on or with Capitol Hill.
2. A demonstrated ability to work effectively in a nonpartisan manner. The Congressional co-chairs do not expect to know the personal political leanings of the executive director.
3. At least five years of broad-based, senior-level management experience at nonprofit organizations dealing with child welfare issues, or adoption, at the national or international level.
4. At least five years of direct involvement in fundraising, with results that demonstrate solid ability.
5. Experience working internationally, given that some of CCAI's work deals with international adoption and the board typically takes at least one trip per year to another country to learn about their foster care and adoption system.

Compensation

Salary will be commensurate with experience and qualifications. Compensation also includes a comprehensive benefits package.

To Apply

Please **e-mail** (or mail) a cover letter, resume, and three-year salary history (which will be held in strict confidence) to:

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5016 Westpath Terrace
Bethesda, MD 20816
Tel.: 301-320-0680
E-mail: Larry@SlesingerManagement.com (please include "CCAI" in subject line;
attached files in Microsoft Word or PDF only)

All applications will be acknowledged promptly as long as an e-mail address is provided.

(This job announcement can also be found at www.SlesingerManagement.com.)

The Congressional Coalition on Adoption Institute is an Equal Opportunity Employer.