



*Improving the Lives of Families through  
Child Care Services, Research, and Advocacy since 1980*

Crystal Stairs is one of the largest private non-profit child development corporations in the State of California. We help families locate affordable and appropriate childcare through a variety of services, working with childcare providers, educators, advocates, and community members to positively impact the lives of over 25,000 children per year.

As an Employer-of-Choice, Crystal Stairs is proud of our cordial, collegial work culture. We are committed to creating a family-friendly environment and encouraging employees to achieve work-life balance. That's why we offer your choice of flexible work schedules, **with a paid lunch break**: four 10-hour day workweeks, four 9-hour days, and one 4-hour day, or a five 8-hour day workweek.

You'll receive 2 weeks paid vacation to start, 3 weeks after 3 years, and 4 weeks annual vacation after 5 years. You'll also receive 3 personal days per year, 8 holidays, and a paid holiday break between Christmas and New Year's which serves as an extra, "mini vacation".

Our outstanding benefits include 100% employer-paid HMO health and dental plans, 80% employer-paid PPO health and dental plans, and vision and employee assistance plans. We offer employer-paid life insurance, and optional supplemental life/dependent life insurance, as well as flexible spending accounts for health care and dependent care expenses. We also offer a 403b plan for new employees, and a 401k (with employer match & profit sharing), with 100% vesting after just four years.

If you're ready for an enriching career, one with meaning and challenge, then Crystal Stairs is for you. Our mission— to Make Crystal Stairs the Premiere Child Care and Child Development Agency in California—is not an easy one. Yet, within it you will find significant achievement, satisfaction and reward. Ready to make a difference? Join us!

### **COPORATE PLANNING & PROJECTS MANAGER - EXECUTIVE**

#### **What We're Looking For:**

Crystal Stairs is seeking an experienced Corporate Planning & Projects Manager who will report to the CEO, to guide the development and implementation of the organization's planning system to enhance the agency's ability to achieve its strategic mission and goals. In this strategic role, you will assist the executive and management staff in the development and prioritization of agency and departmental objectives. The successful candidate will assist in the ongoing development and facilitation of the agency's performance management system, working closely with Human Resources to integrate the employee-specific component of the system. You'll also provide strategic leadership for specific organization wide and department specific improvement initiatives to ensure that desired outcomes are achieved within prescribed time frames and budget parameters. In this key role, you will participate in the development of the agency's policies and procedures system, working collaboratively with executive and management team members.

#### **EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES YOU SHOULD POSSESS:**

- Bachelor of Arts degree in business or public administration, management, economics, planning, organizational development or other relevant field; Masters degree highly preferred
- Minimum 5 years experience in a strategic leadership role in corporate and/or multi-project planning, analysis and management required

- Experience in developing and leading (or deep involvement in) corporate planning and/or performance management systems required
- Ability to analyze complex quantitative and qualitative situations/information and develop creative, effective, and efficient solutions
- Demonstrated experience in successfully supervising professional and management staff.
- Effective team and meeting facilitation skills
- Advanced experience with Microsoft Office, internet research , spreadsheet, database, word processing and presentation applications
- Demonstrated management accomplishments in companies with varying business and/or management models preferred – experience in nonprofit, collaborative work environments highly desirable
- Excellent written and verbal communication skills and strong analytical and technical skills

**Please include your salary history; only resumes with salary history will be reviewed.**

Crystal Stairs is committed to building and sustaining a diverse workforce and culture. As part of this commitment, Crystal Stairs provides equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to race, color, medical condition as defined by state law, ancestry, religion, sex, national origin, age, marital status, sexual orientation, gender, ethnic group identification, mental or physical disability, pregnancy, childbirth and related medical conditions, or any other legally protected status.