



Executive Director Job Description

Reports To: Board of Directors

Status: Full-Time, Exempt

Salary begins at \$50,000

DUTIES & RESPONSIBILITIES

General Management

- Provides day-to-day direction and leadership to the agency staff of 6-10 (or more as growth allows).
- Oversees all agency activities to ensure operational effectiveness, including personnel hiring, staff orientation, staff development and staff evaluation.
- Directs the agency's administrative and financial management system, which includes an annual operating budget of approximately \$600,000 with expectation for growth.
- Oversees the planning, implementation and evaluation of services that provide parent education support and services to families.
- Ensures collection of and analysis of data outcomes to support the mission of the organization.

Board Support

- Facilitates discussion among Board of Directors and agency partners to support ongoing development of the agency's strategic plan.
- Tracks, monitors and reports progress of all agency activities and provides regular updates to Board of Directors and committees.
- Assists with board governance such as board member recruitment and evaluations.

Cultivating Relationships

- Serves as the agency's primary liaison with local, state and federal funding partners.
- Oversees agency public relations and serves as the chief spokesperson, including media interviews and public speaking.
- Forges partnerships and builds consensus among community partners to support coordinated resources and a regional early childhood agenda.
- Builds relationships with and engages community and business leaders in early childhood initiatives.
- Serves on the community-based Early Childhood Coordinating Boards aimed at coordinating community resources to support early childhood education.

Fund Development

- Develops and maintains the organization's resources through fundraising, grant writing and initiatives to seek public and private funding support. Manages current grants / compliance.
- Develops systems to provide timely acknowledgment of monetary donations, in-kind donations and volunteer support for the agency.
- Plans, develops, implements and monitors contractual relationships with local, state and federal funding partners.

Qualifications

- A combination of at least five years of experience and/or equivalent educational experience in organizational management, social work, development, fiscal management, grant writing, or other.
- Bachelor's degree in early childhood education, public affairs, organizational communications or related area. Master's degree preferred.
- Experience working effectively with volunteer committees and a Board of Directors.
- Experience advocating for social welfare.
- Must be available for evening and weekend work when necessary.
- Must be a team player with initiative, as well as the ability to work independently on a variety of projects.
- Ability to acquire training in early childhood programs used in grants and services.

OTHER SKILLS, ABILITIES & QUALITIES NOT ALREADY MENTIONED

- Attention to detail with strong project management and special event skills.
- Demonstrated ability to write analytically.
- Ability to think strategically, with an entrepreneurial spirit.
- Excellent interpersonal communication skills.
- Effective problem solver with superb organizational skills.
- Must have experience with and a desire to work with a diverse population.
- Genuine commitment to early childhood education.
- Must have superior and demonstrated computer skills, including extensive experience with all Microsoft Office programs, and be highly skilled in e-mail, internet use and database management.
- Financial and budget literacy, including familiarity with QuickBooks.

ALL OTHER DUTIES AS ASSIGNED

I have read, understand and am able to perform all the duties required of the position described herein [] with [] without accommodations (check one).

Signature: _____ Date: _____