



**JOB TITLE: Executive Director**

**REPORTS TO: Board of Directors**

**Position Objective:** To promote the vision and values of Childcare Resources, both publically and internally, so that the mission of the organization might be fulfilled efficiently and effectively; to manage all aspects of the organization to maximize the resources available.

**Responsibilities:**

The Executive Director will inspire and motivate both paid staff and volunteers; encourage creative thinking and approaches to challenges; coordinate and facilitate all activities and efforts of the Board of Directors, committees, and staff.

**SPECIFIC DUTIES:**

**Management:**

- Hiring and supervision of Childcare Resources employees.
- Direct supervision of these staff positions: Family & Center Resource Coordinator, Community Relations Director, Office Manager, Center Director, and Center Recruitment Specialist to facilitate efficient implementation of the program for children and families and all associated tasks.
- Responsibility for the management of the Education Center working in conjunction with the Center Director (budgets, staffing, program issues, etc.)
- Establishment of mechanisms for evaluation of programmatic and fiscal progress.
- Coordination with Staff and Board to implement agency goals and strategic plan activities within set time frames.
- Assign appropriate staff support for all committees, including creation of the agendas, support information required and implementation of outcomes.
- The Executive Director will work with the committee chairs of designated committees (Executive, Governance, Development, Finance, task forces as appropriate) to create agendas, provide backup information required for meeting discussion, ensure implementation of committee directives, and maintenance of meeting notes to document the activities of that committee.
- Oversight of Childcare Resources facilities (maintenance and repair).
- Coordination of office activities.

**Resource Development:**

- Responsibility, in partnership with the board, for all aspects of resource development to ensure budgetary goals are met and long term organizational stability

- Frequent public speaking appearances and participation in networking opportunities
- Maintaining the public image of the organization, including oversight of all printed materials and correspondence.

**Financial:**

- Oversight of all financial records and grants; enforcement of all policies and procedures as related to financial integrity.
- Preparation and implementation of the annual budget as directed by the Board Treasurer and the Finance Committee.

**Miscellaneous:**

- Maintaining contact with all board members, ensuring opportunities for discussion and input on an individual basis
- Identifying people in the community who have something to offer Childcare Resources and ascertaining how those skills might be best utilized; cultivation and recruitment of candidates
- Networking with other organizations in the community to facilitate mutually beneficial relationships.

This list of essential functions is not intended to be exhaustive. Childcare Resources reserves the right to revise this job description as needed to comply with actual job requirements.

**QUALIFICATIONS:**

**Required:**

- Bachelor's Degree or higher
- Three or more years management level experience in the non-profit arena
- Experience with effective public relations planning and implementation
- Experience with fundraising (donor cultivation and stewardship, events and grant writing)

**Preferred:**

- Knowledge of the local community

**Skills:**

1. The ability to represent the organization as an advocate and as an ambassador.
2. Strong communication (verbal and written) and interpersonal skills
3. Strong administration and organizational skills.
4. Proficiency with Microsoft Office applications; experience with donor management software and desktop publishing.
5. Knowledge of budgeting and finance.
6. A strong interest in issues affecting children.
7. Ability to set and meet deadlines as well as goals and measurable outcomes.

**Status:** Salaried, exempt position. Will require working occasional evenings and weekends; use of personal vehicle (mileage reimbursed by organization at standard IRS rates).