Executive Director Job Description

Reports to: Board of Directors

Summary: The Executive Director acts as the Chief Executive Officer of the agency and is responsible for the overall management and direction of the agency in accordance with its vision, mission and governing by-laws.

Duties and Responsibilities:

Board of Directors:
- The Executive Director will take direction from the Board of Directors and work with the Board to assure that the agency operates with a clear mission and a long-range strategic plan that is consistent with the mission
- Keep the Board of Directors fully informed on conditions, opportunities, issues, and challenges for the agency and the environment in which it operates so that the Board can carry out its governance, financial oversight and leadership role
- Attends Board and Board Committee meetings (when necessary) in ex-officio capacity
- Recommends and/or assists in developing/changing of agency policies as necessary
- Develop with the Board, on a yearly basis, a work plan for the board to carry forward the strategic plans of the agency
- Provide for the coordination of Board meetings and communications
- Serve as staff member to all Board Committee unless otherwise directed
- With the assistance of the Long-Range Planning Committee, develops implements and assesses the agency strategic plan including goals, objectives and timelines.
- Ensure that the agency is compliant with relevant non-profit regulations and is transparent and accurate in all its records and documents

Manage Finance and Fundraising:
- Develop annual budget and fundraising plan, submit to board for approval
- Develop relationship with funders of the agency and maintain regular communications with funders
- Identify grant opportunities and develop proposals and produce required reporting to funding sources
- Contract for and oversee annual audit
- Monitor expenditures and income, plan for core budget self-sufficiency
- Maintain capital assets of corporation
- Sign checks and contracts within authority granted by the Board of Directors.

Management of Office:
- Provide overall staff direction and supervision (directly supervise program management staff), develop a yearly work plan with staff which includes goals, objectives, inputs and outcomes, and timeline for the programs and services to be carried out by the agency
- Provide vision, leadership and mentoring to teaching and administrative staff
- Develop contracts with outside vendors, professional organizations, and capacity builders and institute with staff quality assurance and supervision strategies to assure effective performance
- Represent the agency in negotiations with contractors
- Effectively manage the human resources of the agency in a manner which supports a productive, professionally competent work force in an environment respectful of personal well-being and cultural diversity. Manage hiring, firing, and resolution of grievances
- Works with staff in managing effective communication with parents with regard to planning and evaluating services and other matters where parental input is warranted
- Maintains safe and healthy standards by meeting or exceeding state guidelines

**Public Presence of the Nonprofit Sector:**
- Works proactively with other agencies and the community at large in an effort to provide services to targeted population and increase community awareness of agency services
- Serve as lead spokesman and speaker for the agency and assure that the organizations mission is properly presented to various publics
- Develop effective and ongoing relationships with local governments and media
- Develop relationships with other associations, organizations, and persons pertinent to the agency, coordinate activities and co-sponsor events

This job description is not intended to be all-inclusive. The director may also perform other related business duties as assigned.

**Qualifications:**
- Bachelors/Masters degree in early childhood education and/or related field experience
- Understanding of and experience with capacity building programs
- Fundraising, legislative and communication skills
- Supervisory and personnel experience
- Financial management background
- Experience working with board of directors

Physical: Physical exam/at time of employment and 3 year intervals there after. Occasional lifting/carrying of up to 30 pounds.

The Agency reserves the right to revise or change job duties and responsibilities as the need rises. This job description does not constitute a written or implied contract of employment.

For immediate consideration email your resume to: a.fahey@greatbaykids.org

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