

River Valley Child Development Services

A leader in providing high quality early childhood care and education services
for children, families and communities

Job Description

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| Position: | Executive Director |
| Program: | Administration |
| FLSA Class: | Exempt |
| Position Accountable to: | RVCDS Board of Directors and funding sources |
| Position(s) Accountable for: | Members of management team; indirectly all employees of RVCDS |
| Purpose of Position: | Have overall strategic and operational responsibility for staff, programs, expansion and execution of its mission; represent RVCDS and the Board of Directors in all contacts with local, state and national leaders in the field of early education and child advocacy. |
| Educational Requirements: | Master's Degree in an early childhood or related field |
| Experiential Requirements: | Five (5) years of relevant professional experience including business |
| Additional Training required | Fulfill requirements of Individual Staff Development Plan |
| Driver's License, Liability Insurance and Acceptable Driving Record: | Valid driver's license and insurance. Possess personal vehicle. Extensive travel. |
| Provisional Employment Period | 6 months. |

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| Capabilities/Skills: |
| <p>Able to organize, work collaboratively in team environments, and maintain high level of confidentiality.</p> <p>Able to be reliable, responsible and dependable.</p> <p>Possess excellent verbal, written communication and computer skills, including knowledge of word processing and spreadsheet software.</p> <p>Able to evaluate and/or prepare financial and statistical reports in a timely manner.</p> <p>Able to adapt, troubleshoot and present solutions in a fluid work environment.</p> <p>Perform assignments efficiently and accurately with attention to details.</p> <p>Be a supportive and productive role model for agency.</p> <p>Must successfully pass a pre-employment drug screening.</p> <p>Must have an acceptable Criminal Investigation Background (CIB) check, may require Child</p> |

Protective Services (CPS) check.

Must be eligible to meet requirements of the STARS career pathway.

May need to be able to move file cabinets, desks, bookcases, etc. and/or unload vehicle(s), as needed or requested.

Ability to engage effectively with the public and community.

Have access to dependable transportation and a personal credit card.

Must be able to travel extensively and work flexible hours.

Adapt to a flexible schedule as required; could include evenings and weekends.

Provide direct/appropriate feedback.

Take responsibility for own actions.

Focus on group, not self.

Critical and creative thinker.

Possesses a positive attitude toward change.

Committed to innovations that are best for our programs.

Customer-focused.

Communicate strategic plan at all levels.

Ask the big pictures questions and "what if."

Align program policies with the agency's goals and visions.

Develop and implement actions plans.

Provide excellent customer service.

Work successfully with employees and outside customers.

Demonstrate attention to details.

Possess high energy level.

Ability to facilitate group activities.

Possess working knowledge of employment and benefit law.

Mentor staff and early childhood community.

Essential Responsibilities:

Agency

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Follow all agency policies and procedures.

Work effectively within a diverse environment.

Participate in monthly management team meetings and committee meetings as needed.

Staff Supervision

Responsible for the recruitment, employment and release of all personnel, both paid and volunteer.

Ensure that job descriptions are developed, that regular performance evaluation are held and that sound human resource practices are in place.

Maintain a climate that attracts, keeps and motivates diverse staff of top quality people.

See that an effective management team, with appropriate provision for succession, is in place.

Encourage staff professional development.

Conduct interviews, make recommendations for employment, train, supervise, evaluate and implement progressive discipline when needed for staff positions which accountable (see above); facilitate the development of the Individual Staff Development Plan for these positions.

Approve bi-weekly payroll time reports and leave forms.

Approve monthly transportation and travel reimbursement requests.

Facilitate management team meetings.

Keep all employees informed of changes, proposed changes and other relevant information about the agency and/or programs and staff.

Observe program staff and attend program staff meetings on a regular basis.

Program

Ensure ongoing programmatic excellence, rigorous program evaluation and consistent quality of finance and administration, fundraising, communications and systems, recommend timelines and resources needed to achieve the strategic goals.

Actively engage and energize board members, event committees, retirees, partnering organizations and funders.

Lead, coach, develop, and retain management team. Ensure effectively systems to regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.

Build partnerships and relationship with the funders, and political and community leaders.

Deepen and refine all aspects of communications from web presence to external relations with the goal of creating a stronger brand.

Budget and Finance

Expand fundraising activities to support existing program operations and future expansions while simultaneously building a foundation for the future.

Work with the staff, Finance Committee, Director of Business and Finance, and the Board in preparing a budget; see that the organization operates within budget guidelines.

Ensure that adequate funds are available to permit the organization to carry out its work.

Oversee the management of all financial resources; keep up to date on all financial resources.

Seek funds through grants and contracts.

Oversee fulfillment of all grants, licensing, and accreditation requirements.

Maintain contact and ongoing relationship with funding sources.

Analyze monthly expenses, revenues earned, outstanding revenues and cash flow/log.

Develop strategies with the Director- Business and Finance and program directors to respond to any financial concern.

Board of Directors

Keep Board informed on all relevant matters.

Develop, maintain, and support Board of Directors; serve as ex-officio of each committee, seek and build board involvement with strategic directions.

Report any concerns that require Board Consideration.

Prepare/arrange and/or present all reports necessary to keep the Board apprised of agency and Board matters, including the financial status, progress report, minutes of Board meetings and Board committee meetings, personnel actions, program development and annual reports and audits.

Make sure drafts of policies, by-laws, budgets, and other information that need to be acted on by the Board committees are available and presented.

Orient new Board members.

Future of Agency

Develop plans for continuity and growth of the agency and improved quality of services provided by the agency.

Facilitate the annual planning of goals by the management team and oversee implementation of those goals.

Review and update the agency's vision and mission periodically, involving the Board and management team in the process.

Participate in cooperative and collaborative efforts among agencies and persons that will improve services to children and families.

Develop and maintain effective systems for managing personnel recruitment and employment, professional development, purchasing, technical, and support services and communication among staff.

Develop an organizational structure that promotes autonomy and responsibility.

Establish and follow policies and procedures that will promote effective operation of the agency.

Facilitate team problem solving of agency and program issues.

Any other duties as assigned by the Board of Directors.

Signature

Date