

# River Valley Child Development Services

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

## Job Description

<b>Position:</b>	Executive Director
<b>Program:</b>	Administration
<b>FLSA Class:</b>	Exempt
<b>Position Accountable to:</b>	RVCDS Board of Directors and funding sources
<b>Position(s) Accountable for:</b>	Members of management team; indirectly all employees of RVCDS
<b>Purpose of Position:</b>	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.
<b>Educational Requirements:</b>	Master's Degree in an early childhood or related field
<b>Experiential Requirements:</b>	Five (5) years of relevant professional experience including business
<b>Driver's License, Liability Insurance and Acceptable Driving Record:</b>	Valid driver's license and insurance. Possess personal vehicle. Extensive travel.
<b>Provisional Employment Period</b>	6 months

### Capabilities/Skills:

Able to organize, work collaboratively in team environments, and maintain high level of confidentiality.

Reliable, responsible, respectful and dependable.

Possess excellent verbal, written communication and computer skills, including knowledge of word processing and spreadsheet software.

Able to evaluate and/or prepare financial and statistical reports in a timely manner.

Able to adapt, troubleshoot and present solutions in a fluid work environment.

Perform assignments efficiently and accurately with attention to details.

Be a supportive and productive role model for agency.

Must pass a drug screening before an employment offer is made.

Have access to dependable transportation and a personal credit card.

Adapt to travel extensively and work flexible hours.

Have access to dependable transportation and a personal credit card.

Adapt to a flexible schedule as required; could include evening and weekend work.

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.

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 picture questions and “what if”.

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

Develop and implement action plans.

Provide excellent customer service.

Work successfully with employees and outside customers.

Demonstrate attention to details.

Possess high energy level.

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.

Facilitate program operations according to the agency Management by Objectives benchmarks.

Plan and implement program budget with Director of Business and Finance; prepare and submit monthly, quarterly and/or annual reports as required.

Oversee all program activities including planning and facilitating regular meetings.

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

Keep Board informed on all relevant matters.

Travel and have access to dependable transportation and personal credit card.

**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 evaluations 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.

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

Lead, coach, develop, and retain management team. Ensure effective 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.

Regular travel within state.

### **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**

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 or considered 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 marketing plans that will promote the image of the agency, including the annual report summary.

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.

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Signature

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Date