

Infant/Child Enrichment Services

Equal Opportunity Employer

Job Description

Job Title: Executive Director

Reports to: ICES Board of Directors

FLSA: Exempt

Salary Range: \$63,000-\$69,456

Job Summary and Key Responsibilities: Reporting to the Board of Directors, the Executive Director provides leadership, vision, and direction of all agency activities to ensure accomplishment of its mission, vision, core values, and strategic initiatives. S/he is responsible for the overall management and operations, policy program and fiscal and personnel operations. The Executive Director also acts as agency representative to government agencies, funders, clients, and the community.

Priorities, Duties, and Responsibilities Include the Following:

Leadership and Vision:

- Lead staff in the development of “best practice” procedures pertaining to their projects consistent with all applicable contract requirements, program regulations, and agency policies, as well as in the development of evaluation, data collection, and reporting procedures to improve programs and communicate outcomes.
- Identify and pursue strategies to improve integration and coordination among agency programs and services.
- Maintain a thorough knowledge of the key issues and stakeholders surrounding child care, parenting, and early childhood education programs.
- Develop a process for planning, implementing, and evaluating short and long-range strategy and goals for the agency.
- Oversee, manage, and implement the strategic growth and development of programs, services, and resources while ensuring service delivery consistent with the mission, values, and goals of the agency.

Human Resources:

- Determine staffing requirements for organizational management and program delivery.
- Ensure that sound human resource policies, practices, and systems are in place, current, and correctly implemented, e.g. personnel handbook, job descriptions.
- Assume responsibility for all agency procedures, and State and Federal laws, regarding employment processing, recruitment and selection, hiring, termination, and other personnel actions.
- Undertake and oversee all employment actions for ICES staff, within agency guidelines and policies.
- Provide oversight and monitoring of employee benefits.

Fiscal Management:

- Develop budget and monitor monthly financial statements.
- Ensure fiduciary responsibility, sound financial management, and financial accountability for all contribution, income, and agency assets.
- Ensure a structure of timely reporting and fiscal accountability up to and including the Board of Directors.

Fundraising:

- In conjunction with the Board of Directors and staff, develop and execute an annual plan to raise funds for ICES programs, leveraging existing funding commitments to create sustainable sources of revenue for the long term.

- Research funding opportunities and develop grant proposals.
- Ensure timely completion of required reports for funders and contracts.

Resource and Facilities:

- Oversee and manage all buildings and facilities, including leasing agreements, insurance, and brokering of contracts and services.

External Relations:

- Attend and actively participate in programming, advisory, and public policy meetings as a representative of ICES, which will include out-of-town travel.
- Negotiate all agency contracts and grants.
- Provide a credible and informed presence for ICES in the community which includes strong relationships and collaborations with the community, organizations and government agencies.
- Provide direction for agency communications and marketing efforts to increase community awareness and utilization of its services.

Board Relations:

- Report regularly to the Board of Directors regarding organizational objectives, financial status of the organization, and other issues relevant to the Board.
- Provide the Board of Directors with adequate information to assist members in reaching decisions and in formulating necessary policies.
- Assist the Board of Directors in their roles and responsibilities by providing support, education, and leadership.
- Ensure compliance with agency bylaws.

Minimum Qualifications:

- Bachelor's degree in appropriate field. Master's degree in Business Administration, Public Administration, or Child Development preferred.
- A minimum of three to five years of senior management experience in the nonprofit or public sector of similar size and scope.
- Financial and/or business management of complex revenue streams, including budgeting, oversight, compliance, and reporting abilities.
- Commitment to ICES' mission.
- Ability to attract, develop, and retain staff as well as to maintain a high level of performance and utilize their talents.
- Demonstrated communication skills, including speaking, writing, meeting-facilitation, and consensus building.
- Fundraising experience with a proven track record in developing and maintaining relationships with government, foundations, and donors.
- Ability to interact with clients, staff, and community members from diverse cultural, economic, and educational backgrounds.
- Familiarity with Microsoft computer applications, database management, and the Internet as well as Social Media.
- An automobile, insurance, and valid CA driver's license.
- Successful background, credit and reference checks.

Special Qualifications:

- Familiarity with child care and child abuse prevention fields.
- Geographic and political knowledge of local service area.
- Demonstrated successful grant writing.