



Peninsula Children's Center Executive Director Position Description

Reports to: Peninsula Children's Center Board of Directors

FLSA Status: Exempt

Position Summary:

This position serves as the Chief Executive Officer of the organization and principal staff to the Board of Directors. The Director is responsible for achieving Peninsula Children's Center objectives and ensuring that the activities of the organization are consistent with the mission and statement of purpose.

The Executive Director is expected to provide strong leadership and vision in the development and implementation of program, financial and organizational strategies which ensure organizational sustainability. They will develop and manage financial strategies for both earned and contributed income which enable the organization to achieve its mission.

The Executive Director is the key staff member responsible for assuring that relationships with community leaders, early childhood education professional leadership, funding agencies, foundations, donors, Peninsula Children's Center families and the Board of Directors are cultivated and maintained.

Primary Responsibilities:

Strategic Planning and Program Development

- Lead planning processes involving Staff and Board members to formulate long-term strategies and short-term tactics with measurable outcomes.
- Keep current with community and family needs and early childhood education innovations to assure high-quality and relevant programs.
- Work with educational director responsible for teaching staff and curriculum to plan for the most effective use of program resources.

Fiscal Management

- Monitor the financial condition of the organization, evaluate progress toward financial targets and develop alternative strategies to address financial challenges as they emerge.
- Review, approve preparation and monitor the annual budget.
- Devise strategies to safeguard the assets of the organization, manage financial and legal risks.
- Review, negotiate, approve and consult with the Board when necessary to execute contracts.

Fundraising/Development

- Provide leadership to the Board Development Committee and the Development Director to secure the financial resources necessary for the health of the organization, and achievement of the mission and objectives.
- Review and approve long and short term development strategies to identify, cultivate and secure funding sources.

Personnel Management

- Oversee the development of policies, and systems for management of Peninsula personnel, including staffing plans, compensation, hiring, training, professional development, supervision and evaluation.

Public Relations/Marketing

- Provide effective oversight for marketing Peninsula programs and building customer satisfaction and trust.
- Build positive awareness and trust with the community, funders, government agencies and early childhood education professionals of Peninsula Children's Center quality programs.

Knowledge, Skills and Abilities Required:

- Passion for the Peninsula mission.
- Proven leadership skills to guide and inspire the organization.
- Demonstrated ability to vision, plan, execute and evaluate programs and projects to support the mission, goals, program and operational needs.
- Ability and skill to lead financial management and planning.
- Proven ability to promote diversity and effectively work with culturally and socio-economic diverse staff, community and clients.
- Technical knowledge of complex human services with an emphasis on early childhood education preferred.
- Excellent communication skills, both written and oral.

Qualifications:

- A Bachelors degree in a field related to management of non-profit, human/social services or education. Early Childhood Education/Development degree preferred.
- At least three years experience in a senior management position with a non-profit, human services or educational organization. Experience in an Early Childhood Education/Development setting preferred.
- Employment is conditional pending immediate and continued enrollment in Child Care Division-Criminal History Registry.

Salary and Benefits:

Starting salary commensurate with experience. Medical, vision and dental coverage for employees with a \$70 per month employee contribution. PTO accrual starting at 14.66 hours per month.