

JOB DESCRIPTION
CHILD CARE SERVICES ASSOCIATION
PRESIDENT

JOB TITLE: President
DIVISION:
DEPARTMENT:
APPROVED BY: President

ACCOUNTABILITY: Board of Directors
LEVEL (pay level): 1
CLASSIFICATION: Exempt
PREPARED BY: VP, Finance & HR

JOB SUMMARY:

- Direct and lead a nonprofit organization with a \$25 million budget, 110 staff, and a 19-member board of directors while maintaining the highest ethical standards.
- Assume responsibility for all aspects of the organization: recruitment, training, supervision, compensation, budget, fund development, and managing the agency's services, products and outcomes.
- Ensure that CCSA sustains itself financially, continues to pursue, produce and accept projects which further its mission of ensuring affordable, accessible, high quality early care and education for all families and is represented in the early childhood community at the local, state and national level.
- Actively advocate for higher quality early care and education working with local, state, and national officials and organizations as appropriate.
- Use data-driven decisions to achieve results.
- Participate in and present to relevant conferences and meetings.
- Promote the growth of CCSA staff members through training opportunities and information about current early care and education issues and policies.

DUTIES AND RESPONSIBILITIES:

- Oversee and supervise all aspects of the agency. Set measurable performance goals and develop a work-plan with vice presidents on achieving those goals; annually assess achievements of the agency as aligned with CCSA's mission and goals.
- Represent CCSA and the interests of affordable and high quality early care and education at local, state and national meetings or forums.
- Coordinate fund development activities of the agency with the staff and Board of Directors
- Provide support to Board Chair, Executive Committee and Board Committee Chairs in their leadership roles and attend all CCSA Board and Subcommittee meetings, as relevant.
- Prepare monthly, quarterly/annual reports to funding sources as required and provide regular programmatic and financial reports to the Board of Directors.
- Create annual workplan in collaboration with Executive Committee.
- Hire and supervise key organizational staff leadership.
- Represent CCSA at local, state and national levels by participating in advisory boards and making presentations as requested.
- Represent the agency to the key public and private funders, managing relationships with major partners and funding sources.
- Coordinate the development and evaluation of CCSA policies for Board approval.
- Develop and evaluate operational policies and procedures as necessary.
- Helps develop innovative programs, strategies and solutions to address the agency's mission.
- Treat information on CCSA clients, staff and Board members in a confidential manner.
- Hold regular staff leadership meetings.
- Perform other duties of the organization as needed.

SKILLS AND EDUCATION REQUIREMENTS:

- At least a Master's Degree in Early Childhood Education, Child Care Administration or Public Administration, or equivalent.

- Five or more years of top-level management experience, preferably in the administration of a large non-profit, tax-exempt organization that promotes access to high quality early care and education.
- Familiarity with child care public policy issues on the national, state and local levels.
- Familiarity with the state and federal legislative process.
- Experience leading advocacy efforts for the promotion of affordable, high quality early care and education.
- A working knowledge of child care resource and referral
- Good understanding of and experience with complex budget development and financial management of nonprofit organizations.
- Experience and documented success in grant proposal writing as well as having the vision to formulate proposal ideas.
- Experience using data to make organizational, programmatic and policy decisions.
- Results-based orientation.
- Ability to represent CCSA to the community by writing position statements, participating in community advisory boards, etc.
- Comfortable speaking in public, before funding sources, to state and community leaders, etc.
- Understanding of early childhood education developmentally appropriate practice, nutrition, health and family support needs and services of young children and their families.
- Understanding of the needs and issues facing the early care and education workforce.
- Ability to maintain effective working relationships with all levels within the organization and with external stakeholders.
- Appreciation of diversity in people and perspectives, with a laser focus on addressing equity gaps within the early care and education system.
- Excellent interpersonal, verbal, writing and communication skills.
- Ability to qualify for a NC Driver's license, and an automobile liability policy, in effect with continuous coverage.

WORKING CONDITIONS:

- Non-profit organization with extensive products and services and a diverse workforce.
- Occasional evening and weekend work.
- State and national travel.

NEEDED ATTRIBUTES:

- A demonstrated leader in early care and education
- Interpersonal and supervision skills.
- Ability to grasp—and juggle--multiple complex tasks and programs.
- A willingness and commitment to self assess and develop one's own leadership skills.
- Strong organizational skills, vision and diplomacy.
- Appreciation for diversity in people and ideas.
- Ability to understand, interpret and effectively oversee budgets, financial reports and financial positioning.
- Willingness to work hard and think strategically.
- Highly skilled with MS Word, Excel and Power Point software.
- Data and results driven.

SALARY: Commensurate with education and experience