

**JOB DESCRIPTION**  
**CHILD CARE SERVICES ASSOCIATION**  
**CHIEF STRATEGY OFFICER (CSO)**

<b>JOB TITLE:</b>	Chief Strategy Officer (CSO)	<b>Office Location:</b>	Chapel Hill
<b>DIVISION:</b>	Operations	<b>Service Location:</b>	CH/Durham/Wake
<b>DEPARTMENT:</b>	Operations	<b>CLASSIFICATION:</b>	Exempt
<b>SUPERVISOR:</b>	Agency President	<b>HOURS PER WEEK:</b>	40

**JOB SUMMARY:**

Responsible for day-to-day operations in concert with the President. This includes providing leadership, strategy and management and policies as well as work with the President on new initiatives. This position requires promoting cross department collaboration to instill cohesive leadership culture throughout the organization. The position interfaces with development and communications department in strategic and tactical planning efforts including the development of strategic plans. Supervises Director of Operations, Senior Manager of Nutrition Services, special projects as well as works closely with the Sr. Vice President of Finance/HR.

**DUTIES AND RESPONSIBILITIES:**

**Strategy**

- Develop strategy and policies in a collaborative effort.
- Utilize strategies using data to make organizational, programmatic and policy decisions.
- Collaborate with the President to handle day-to-day operations of the organization.
- Participate in long range strategic planning.
- Work on organizational new initiatives.

**Staff Supervision and Development**

- Promote cohesiveness amongst staff and leadership.
- Supervise senior staff in Operations and Meal Services.
- Direct special projects assigned by the President.
- Works closely with the Sr. Vice President of Finance/HR.
- Participate as a member of senior leadership team.

**Stakeholder Relations**

- Collaborate with the President and the Board of Directors, state and local services, property management, finance, and fund development to further agency strategies.
- Interface and build trusting relationships within the organization, including staff and volunteers, as well as with external entities such as contractors, vendors, local and state officials, funding agencies, and other key stakeholders. Participate in partnerships, coalitions, task forces, and boards that help further CCSA's mission.
- Attend all board and board committee meetings reporting, as appropriate.
- Support fund development efforts, representing CCSA as needed to engage, cultivate, and steward prospects and donors.
- Treat information on CCSA clients, staff and Board members in a confidential manner.

**Leadership**

- Working within CCSA's strategic direction, prioritize initiatives, ensure effective and integrated operational approaches and work with the President to align talents and skills.
- Serve as a leader and partner for ensuring CCSA's culture and values are advanced.
- Support and invigorate a high performing inclusive team that is deeply knowledgeable and dedicated to collaborative success.
- Working closely with the President, drive organizational alignment.

## **SPECIAL SKILLS:**

- Effective oral and written communication skills with internal and external clients.
- Well organized, with attention to detail and accuracy in performing multiple tasks with minimal supervision.
- Strong initiative/self-starter, dependability and punctuality.
- Working knowledge of child care resource and referral.
- Familiar with child care public policy issues on the national, state and local levels.
- Familiar with the state and federal legislative process.
- Working knowledge and understanding of and experience with complex budget development and financial management of nonprofit organizations.
- Experience using data to make organizational, programmatic and policy decisions.
- 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. Embraces diversity in people and perspectives and ability to focus on addressing equity gaps within the early child care and education systems.
- Ability to develop and implement organizational strategies.
- Ability to effectively present information to President, senior and remaining staff.
- Interpersonal and supervision skills.
- Ability to grasp, juggle multiple complex tasks and programs.
- Strong organizational skills, vision and diplomacy.
- Willingness to lead and think strategically.
- Highly skilled with MS Word, Excel and PowerPoint software.

## **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Advanced degree in educational administration, business administration, non-profit management or educational leadership.
- Minimum of 8-10 years of experience in administration, experience in early childhood education systems, early childhood public policy issues (national, state and local) or combination to commensurate requirements

## **SPECIAL WORKING REQUIREMENTS:**

- An automobile at his/her disposal; a valid, non-suspended NC driver's license and a current automobile policy with continuous coverage.
- No substantiation or criminal conviction of child abuse or neglect.
- Requires schedule flexibility, including occasional evening meetings/or conferences and seminars.

Please submit cover letter and resume to [HR@childcareservices.org](mailto:HR@childcareservices.org)

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