



Job Announcement - Executive Director Santa Rosa, California

**Full time
Salary \$90-95K
Final filing date: November 21, 2014**

Extended Child Care Coalition is actively seeking highly qualified candidates for the position of Executive Director.

About Extended Child Care Coalition

For over thirty-five years, Extended Child Care has provided before and after school programs on elementary school campuses in Sonoma County. ECC currently operates programs on ten elementary campuses in the Wright, Mark West and Windsor school districts serving over 750 children. Extended Child Care is committed to assisting each school-age child in obtaining life skills by providing quality, year-round learning programs while supporting families and school districts.

The agency has an annual budget of over \$2.3 M and receives grants from the California State Department of Education for subsidizing child care and food programs.

Job Description

The Executive Director works under the supervision of the Extended Child Care Board of Directors. The Board delegates the authority and responsibility of the day to day management for the organization to the Executive Director.

The Executive Director is responsible for the successful leadership and management of the organization according to the agency mission, values and strategic direction set by the Board of Directors.

1. Work with the Board of Directors and agency staff to generate and implement a long range plan including annual agency goals and objectives.
2. Oversee the fiscal management of the agency including but not limited to oversight of Fiscal Manager contractor, preparation, updating and monitoring the agency budget, approval of expenditures, monthly fiscal reports and filing of corporate returns and audit. Ensure the short term and long term working capital is adequate for the agency's needs.

3. Hiring, supervision and termination of key management positions. Oversee supervision, evaluation and training of all agency staff to assure program quality and adherence to regulations.
4. Serve as agency leader, supporting and communicating with staff members on all agency planning, programs and staff development and setting a positive, collaborative atmosphere.
5. Oversee management of center enrollments to assure enrollment and staffing are balanced for a quality program, which meets all regulations and fiscal goals.
6. Manage agency facilities including but not limited to facility purchases, maintenance and leases and contracts with school districts. Assure facilities meet regulations and provide healthy and safe environment for children and employees.
7. Develop new programs and/or services in accordance with agency goals and objectives.
8. Manage and evaluate all agency programs. Serve as a liaison between the agency, Board and program funders. Address parental concerns and develop solutions with Board if necessary.
9. With the Board of Directors, identify and evaluate agency risks and implement measures to control risks. Implement legal decisions of the Board of Directors and assure all relevant regulations and laws are followed.
10. Act as agency spokesperson. Represent or designate a representative to appropriate community organizations.

Education and Experience

- Bachelor's Degree required and Master's degree desirable
- Five years of experience working in non-profit management
- Experience with after school program management desirable
- Valid California Driver's License and insured automobile
- Fingerprint clearance
- Must pass pre-employment physical and TB test

Desirable Qualifications

- Knowledge of State Department of Education Child Development funding and programs
- Meet the minimum qualifications specified for the *California Child Development Program Director Permit*
- Excellent written and oral communication skills

- Strong fiscal management knowledge and skills
- Intermediate computer skills
- Commitment to shared decision making and teamwork
- Skilled in personnel management and conflict management
- Passionate, committed, motivational leadership
- Ability to analyze complex problems, issues and concerns from various perspectives and work toward solutions.
- Exceptional organizational skills & multi-tasking abilities
- Active community advocate
- Successful grant writer and fund developer

Physical Demands

- Must be able to maneuver throughout the community in various locations of unknown accessibility.
- Must be able to clearly communicate verbally
- Must be able to do phone or computer work for blocks of time. Must be able to lift and move paperwork and files, up to 20 pounds.
- Regularly required to sit, use hands to move objects, operate keyboard, reach with hands and arms, stoop, kneel, crouch, speak and hear

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation

\$90-95K, depending on experience. Excellent benefit package including health, dental, life, long term disability and paid time off.

To Apply

Review our website www.extcc.org to ensure that our mission and services are a good match for you. Interested candidates should send a cover letter and resume by email to colleen@extcc.org with subject line: Executive Director search, (first initial and last name). No faxes or phone calls, please. All materials must be received by November 21, 2014 at 5pm.

Extended Child Care Coalition is an equal opportunity employer and prohibits discrimination based on race, religion, gender or sexual preference.