***Cedar Valley’s Promise (CVP) Coordinator – Black Hawk County***

***ECI Area Director***

***Mission:*** “Parents, families and communities, united for the love of our children, will be informed and wholly involved in nurturing our children to ensure access to resources needed for optimal development."

***Geographic Area Served:*** Black Hawk County

***Reports To:*** Board of Directors of Cedar Valley’s Promise (CVP)

***Employer of record****:* Central Iowa Juvenile Detention Center

***Overall Function:***

The primary function of the Coordinator is to provide strong leadership, managerial, accounting and administrative skills to ensure quality functioning of the Cedar Valley’s Promise Board and its’ partners according to Iowa Code, Administrative Rule and Board Policy and Procedures.

***Competency Areas necessary to be successful in this position:***

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| --- | --- | --- |
| **Knowledge** | **Attributes or Traits** | **Skills** |
| * Purpose of Early Childhood Iowa * Responsibilities of Local Boards * Healthy Child Development * Best Practices to Achieve Results | * “People Person” * Lifelong Learner * Flexible * Strategic Thinker * Ability to see “Big Picture” * Attention to Detail * Ability to work with community partners to strengthen programming and services for Black Hawk County children and their families. | * Collaboration Skills * Communication * Facilitation * Networking * Advocacy * Basic Computer Skills * Business Management * Fiscal * Contracting & Monitoring * Data Informed Decision Making |

**Ability to use:**

* Knowledge and experience in basic accounting principles and generally accepted accounting rules.
* Knowledge and basic understanding of Iowa code – current legislation related to Early Childhood Iowa.
* Knowledge of the education, health and human services agencies and their functions related to ECI.
* Ability to provide leadership to the Board to conduct community and strategic planning.
* Ability to demonstrate strong marketing and public relations skills.
* Demonstrated skill in effective collaborations including communication, facilitation, networking, and advocacy.
* Ability to use basic computer literacy skills, Microsoft Word, Excel, etc.
* Ability to prepare and update CVP website w/calendar events, reports and links to community.

**Outline of Major Responsibilities:**

* Demonstrates knowledge and understanding of basic accounting and managerial skills including fiscal management (or fiscal accountability and compliance) including forecasting contract expenditures and verifying invoices, etc.
* Develops and monitors annual budgets.
* Maintain fiscal accountability for services with local/area providers. Manages contract with local ECI fiscal agent to ensure accurate and timely monthly and quarterly budget and expense reports to the Board.
* Manages the essential functions of the local ECI as defined by Iowa law as set out in the Iowa Code, Chapters 21 and 22 (Open Meetings and Open Records).
* Facilitate collaboration between local providers, citizens, numerous county-wide human service planning efforts and state/local agencies.
* Assists the boards with the development, implementation and updating of community and strategic plan.
* Facilitates board functioning per Iowa code (i.e. develop agendas, uses parliamentary procedures/Roberts Rules, orientation/training, etc.)
* Develops and submits reports per ECI state requirements.
* Support auditor and prep form #990
* Maintain CVP exempt status
* Supports Board activities to reach and maintain a high level of excellence.
* In cooperation with the board, responsible for contract performance measures and accountability.
* conduct annual reviews of contracts and make site visits to contractors by conducting annual reviews of contracts and making site visits to contractors.
* Develops and maintains local collaborations and working relationship with local community leaders both in the public and private sectors from various groups, organizations, and agencies that are in alignment of early childhood and child welfare services.
* Oversee CVP equipment maintenance.

**Applicant Requirements:**

* Strong business and accounting skills
* Excellent PC application skills, including MS Office
* Problem solving and analytical skills
* A proven record of achieving tough, demanding goals
* Highly developed influencing and collaboration-building skills
* Well-developed leadership and communication skills
* Ability to multi-task and manage multiple projects
* Commitment to diversity and fairness
* Demonstrate ability to work independently and meet deadlines
* Demonstrate a positive attitude
* Ability to manage varying work schedule depending on contract negotiations
* Some travel may be required, i.e. state meetings

**Education/Experience:**

* Bachelor’s degree preferred. Master’s degree exceptional, with coursework in accounting, business, and social services.
* Three to five years of management experience desired.
* Experience with community planning, community organization and working in a team planning process to bring a group to consensus.
* Strong proficiency in Microsoft Office applications including Word, Excel, and Power Point.
* Ability to speak and write clearly and concisely for a broad audience.
* Ability to analyze, think critically, exercise sound judgment, and balance a variety of perspectives within a politically sensitive environment
* Experience working with people with diverse visions and bringing them to common work.
* **To apply on-line at** [www.CIJDC.com](http://www.CIJDC.com)

Central Iowa Juvenile Detention Center Attn: Tony Reed, Position Open \_6-19-20 through 6-30-20