



CHIEF EXECUTIVE OFFICER IDEAL CANDIDATE PROFILE

Programs for Parents, a nonprofit organization based in Essex County, New Jersey that works to ensure that children get the best possible start in life, is recruiting its next Chief Executive Officer (CEO). The ideal candidate will be a dynamic, community-minded leader with a passion for early education, supporting childcare providers, infants, toddlers, preschoolers, and their families.

PROGRAMS FOR PARENTS

Programs for Parents supports children, families and childcare providers in Essex County through advocacy and action, providing education and referrals, sharing best practices and helping families access available financial resources.

In 1984, a small group of early education professionals founded Programs for Parents on the belief that the care a child receives early in life critically affects their mental and emotional development. Since its founding over three decades ago, experience has confirmed that belief and the organization's knowledge and work have expanded to meet the ever-increasing need to help nurture children in their formative years.



PROGRAMS AND SERVICES

Since 1984, it is estimated that Programs for Parents has provided services to over 200,000 children and families.

The organization offers **financial assistance** for low-income parents, guardians and foster parents in Essex County to cover all or a portion of childcare costs including those provided by family members, friends and neighbors; licensed childcare centers; registered family childcare providers; summer youth camp; and other early learning programs such as Early Head Start, Head Start, and State Pre-K.

Through **childcare resource and referral**, the organization's experienced counselors introduce anyone seeking childcare to a broad selection of childcare options, covering infancy to after-school enrichment programs.



Parents face multiple challenges today that may inhibit their ability to meet their responsibilities and to raise and support their children. The goal of Programs for Parents' **parent education** department is to reinforce parental practices that promote development and provide alternatives to harmful or nonproductive practices.

Programs for Parents assists childcare providers by providing **quality improvement programs**, further strengthening the availability of high-quality early care and education.

The P4P Career Academy promotes the employability and the personal development of residents by providing the training, educational opportunities, support services and resources which will empower them to acquire and/or upgrade marketable skills, achieve economic self-sufficiency, create an upwardly mobile career path, and earn the nationally recognized Child Development Associate credential.

Programs for Parents has also launched The Greater Newark Shared Services Alliance, a framework that allows multiple early care and education centers to pool needs and share resources – including staff, information, skills and funds – in order to improve the capacity to provide high quality care. The Alliance brings together a network of 12 childcare centers interested in shared services, cost savings, and program support. Acting collectively, Alliance members continue to improve organizational efficiencies and, in turn, increase the quality of the childcare provided. Programs for Parents serves as the hub/lead agency for the state, assisting other county Child Care Resource and Referral agencies in implementing Alliances following nationally recognized best practices.

The organization's highlighted program initiative this year is Adverse Childhood Experience (ACEs) and Childhood Trauma, an Early Childhood based program that serves all childcare programs and provides information and resources to families in Essex County about ACEs, childhood trauma, resilience, and healing centered communities.

THE ROLE OF THE CHIEF EXECUTIVE OFFICER

The Chief Executive Officer (CEO) is responsible for managing and directing the organization to carry out its mission, vision, strategic goals and primary objectives. With the board chair, the CEO establishes the foundation for the board to fulfill its governance function. In addition, the CEO gives direction and provides leadership to subordinate supervisors to ensure the completion of the organization's annual goals and objectives.

Essential Duties and Responsibilities:

- Working with the board and staff to carryout Programs for Parents' mission and ensuring that it serves continuously as an inspiration and guide.
- Working with the board to help ensure that the board is properly constituted and trained to conduct effective governance.
- Supporting the operations and administration of the board by advising and informing members regarding finance, budget, administration, program, service delivery, human resource management, legal matters, risk and facilities management, community, public relations, and any other matters affecting the health of Programs for Parents.
- Planning, coordinating, and controlling the daily operation of the organization through the organization's directors and managers.
- Establishing current and long-range goals, objectives, plans and policies, subject to approval by the board.
- Dispensing advice, guidance, direction, and authorization to carry out major plans, standards and procedures, consistent with established policies and board approval.
- Meeting with senior staff to ensure that operations are being executed in accordance with the organization's policies.
- Overseeing the adequacy and soundness of the organization's financial structure.
- Reviewing operating results of the organization, comparing them to established objectives, and taking steps to ensure that appropriate measures are taken to correct unsatisfactory results.
- Planning and directing all investigations and negotiations pertaining to mergers, joint ventures, the acquisition of businesses, or the sale of major assets with approval of the board.
- Establishing and maintaining an effective system of communication throughout the organization and working with the board and staff to ensure adoption of and adherence to appropriate values and ethical standards in all Programs for Parents business.
- Representing the organization with major customers, shareholders, the financial community, and the public.

- Establishing and overseeing a plan for normal operations and authority in the event of sudden unexpected loss of key leadership.
- Overseeing the planning and implementation of fundraising with the board, including identifying resources, requirements; researching funding sources; establishing strategy to approach funders; and overseeing proposals and fundraising records and documentation.
- Working with the board and staff to ensure proper care and development of Programs for Parents' history, image, and corporate branding.

The CEO's expected results, performance goals and objectives are outlined in their contract and are updated periodically as required.

IDEAL CANDIDATE QUALIFICATIONS AND COMPETENCIES

A bachelor's degree in business, education, or related fields of early childhood education, social services, or psychology is required, as is a master's degree in business, education, or a related field. In addition, the organization seeks candidates with a minimum 5 to 10 years of experience as a CEO, Executive Director or senior-level manager in a nonprofit corporation or educational institution.

In addition, the ideal candidate for this position will demonstrate the following competencies:

- Strategic leadership and innovative thinking
- Demonstrated success in creating a culture of philanthropy
- Positive energy and passion for mission
- Strong business-mindedness
- Strong relationship building skills with both internal and external stakeholders
- Familiarity with social media and technology
- Effective communication and brand building abilities

This position requires statewide travel. Candidates must have a valid driver's license and access to a licensed motor vehicle with a valid insurance card



COMPENSATION

Programs for Parents is prepared to offer a competitive salary and benefit package to the candidate selected to be their new CEO. In addition, the CEO position offers an opportunity to join a dedicated team of professionals that is making a profound difference in the community and in the lives of families who have access to quality care and early education for their children.

CONTACT INFORMATION FOR INTERESTED CANDIDATES AND NOMINATIONS

If you would like to express your interest in this position, please send a cover letter and resume to Jim McGuirk, Managing Director, Northeast Regional Office at jim@dcm-associates.com. If you would like to discuss the opportunity further or would like to recommend a candidate, please contact Dennis C. Miller, Founder & Chairman at dennis@dcm-associates.com.



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