

Executive director job description

The Executive Director is responsible for guiding the strategic direction of VTAEYC as well as overseeing operations and working with the board to ensure that the mission of the organization is fully implemented in all activities of the organization. Key duties include fundraising and fiscal oversight, recruiting and retaining staff, and program planning and evaluation. The executive director supports the board with the resources needed to make decisions about the organization, leads the advocacy agenda, represents the organization in the wider ECE community and in the public square and oversees the effective and efficient operations of VTAEYC. The position reports directly to the Board of Directors.

General responsibilities

1) **Board Governance:** Works with board in order to fulfill the organization's mission.

- Responsible for leading VTAEYC in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) **Financial Performance and Viability:** Works with the board to develop resources sufficient to ensure the financial health of the organization.

- Responsible for developing diverse revenue streams necessary to support VTAEYC's mission.
- Responsible for the fiscal integrity of VTAEYC, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

3) **Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of VTAEYC's programs that carry out the organization's mission.
- Responsible for supporting the board in strategic planning to ensure that VTAEYC can successfully fulfill its mission into the future.
- Responsible for representing VTAEYC by being active and visible in the community and by working closely with other professional, civic and private organizations.

4) **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for the effective administration of VTAEYC operations.

Actual job responsibilities

1. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, revenue development and to increase the overall visibility of the organization.
2. Recruit, hire, and supervise organization staff.
3. Support the board strategic planning and oversee implementation.
4. Planning and implementation of annual budget.
5. Serve as VTAEYC's primary spokesperson to the organization's constituents, the media and the general public.
6. Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance VTAEYC's mission.
7. Engage in revenue development to ensure the fiscal health of the organization.
8. Oversee marketing and other communications efforts with an emphasis on building membership of the organization.
9. Support organization Board and committee meetings with resourced and information to guide planning and decision making.
10. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.

11. Review and approve contracts for services.
12. Other duties as assigned by the Board of Directors.
13. Fulfill NAEYC affiliate liaison duties and affiliate reporting requirements.

Professional Qualifications

- A bachelor's degree (or higher) in Education, organizational leadership, human services or a related field.
- Transparent and high integrity leadership.
- Five years senior nonprofit management experience preferred.
- Experience and skill in working with a Board of Directors.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors.
- Ability to effectively communicate the organization's mission to donors, volunteers and the overall community.
- Demonstrated ability to oversee and collaborate with staff.
- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.

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