



JOB ANNOUNCEMENT

Association Resource Center (ARC), a leading California-based Association Management Company (AMC), is seeking a highly committed, innovative, and collaborative leader who will guide the Infant Development Association of California.

The Infant Development Association of California (IDA) is a volunteer non-profit membership organization that for over 40 years, has been dedicated to improving the early intervention delivery system and creating a competent, well-trained cadre of personnel to deliver early intervention services. IDA has worked to raise awareness of the importance of services for children, birth to three with special needs and their families, through advocacy efforts and being a voice for the early intervention field in California.

ABOUT THE POSITION

The Executive Director will work under the oversight of ARC and IDA's Board of Directors to build organizational sustainability and provide strategic leadership for IDA. Serving as Executive Director, this individual will guide the organization to develop new opportunities for program delivery, advocacy, and revenue generation. The Executive Director has the primary and direct responsibility for leadership of the organization with access to a support team already in place.

RESPONSIBILITIES INCLUDE:

LEADERSHIP AND STRATEGIC VISION

- Be forward-thinking, positive, and actively seek out new initiatives and develop ideas regarding the utilization of resources and stay attuned to the financial and business needs of IDA.
- Develop and implement educational programs, such as events and conferences, in conjunction with IDA's committees to advance the professional, technical, and managerial skills of the membership while operating within the budget and program objectives developed and approved by the Board.
- Organize membership promotion and retention programs, evaluate results and recommend policies, procedures, and actions to achieve membership goals.
- Plan and execute all communications to the general membership.
- Serve as liaison and provide support to the IDA chapters and committees including public policy, events, social media, state management, and membership.
- Articulate IDA vision and promote awareness and visibility of IDA to increase and sustain statewide membership.

- Use knowledge of significant developments and trends in the field to lead the organization.

FUND DEVELOPMENT

- Develop and execute clear, realistic fund development strategies.
- Ensure that the organization attains or exceeds its revenue goals for each fiscal year through events, membership, grants, donations and other fundraising opportunities.
- Oversee and monitor grant project deliverables and grant reporting requirements.
- Assume leadership in proactive marketing and tracking of events and trainings.
- Identify and utilize various avenues for advertising and dissemination of information on events and trainings.

FISCAL OVERSIGHT

- Sign and execute such contracts and commitments as may be authorized by the Board or established policies.
- In cooperation with the Treasurer and other board leaders, recommend, monitor, and operate within an annual budget. Work with the staff accountant to ensure monthly financial reports are sent to the IDA Treasurer, Chair, and Chair-Elect.
- Perform a fiduciary function for IDA, maintaining official minutes of the Board of Directors and other official meetings of the Association, provide security and appropriate confidentiality for all files, legal and historic documents, membership, and other databases.
- Develop and oversee the budget to maintain sound financial practices.
- Implement a timely process for monthly financial reports and other required deadlines.

BOARD RELATIONS AND DEVELOPMENT

- Communicate regularly with the Board regarding organizational work and issues and seek appropriate direction as required from the Board.
- Assist the Board in development and execution of strategic planning.
- Assure maintenance of official records and documents, and ensure compliance with federal, state, and local regulations.
- Assume other duties as identified by the state management committee to further the mission of IDA.

RELATIONSHIP BUILDING

- Build and leverage relationships with related organizations and corporate sponsors to advance IDA's mission and goals.
- Create and support easy avenues for members and others to engage with IDA's initiatives including policy and education.
- Serve as spokesperson for IDA and represent IDA at various early intervention meetings, events, and legislative hearings.
- Educate stakeholders on issues affecting the early intervention system.
- Enhance relationships with other non-profit entities.

OPERATIONS AND ADMINISTRATION

- Jointly with the committee and chapter chairs, provide leadership, develop and maintain effective internal and external communication systems, policies, and procedures.
- Create and implement a comprehensive marketing and communication plan utilizing the IDA website, data management, and social media platforms.
- Be responsible for the recruitment and oversight of contractors, whether individuals or organizations.
- Assure that positions within chapters and committees are filled with an appropriate succession plan.
- Work in conjunction with ARC in the supervision/management of support staff.

The ideal candidate will have the following qualifications:

1. Bachelor's Degree or higher in field related to early intervention or human services.
2. Five years of experience in leadership, management and/or supervisory capacity.
3. Strong relationships and knowledge of early intervention and early childhood.
4. Familiarity with CA Early Start, Interagency Coordinating Council, First 5, County Offices of Education, Family Resource Centers, and other local and federal entities associated with early intervention.
5. Strength in utilizing technology to enhance IDA's programs and its administrative processes.
6. A means of transportation and ability to travel statewide are required.
7. Experience in fund development and financial oversight.
8. Experience in event coordination both in-person and virtual, program development, grant writing and/or marketing.
9. Exceptional interpersonal communication, organizational and writing skills.
10. Individual initiative, self-confidence, creativity, vision and a high energy level are essential, as are the willingness and ability to advocate for the resources and structure necessary for success.
11. Accomplished communicator with a clear vision of how to adapt messages to specific and diverse audiences.
12. Ability to create and diversify funding streams to ensure financial sustainability.
13. Ability to be flexible in schedule and demonstrate competency in working with diverse teams.