



PRESCHOOL ADVANTAGE



Job Description - Executive Director

Major Responsibilities

Program

- Study, track and anticipate significant trends in the preschool arena
- Support Communications Manager and Committee in outreach, social media and marketing to applicant families
- Participate with Child Committee Co-Chairs in managing the various phases of the family application, interview and school placement process
- Provide accessibility to translation services as required by Child Committee
- Support School Committee Co-Chairs in maintaining open communication and relationships with partner preschool Directors and effectively participate in School Committee meetings
- Determine, with School Committee, that partner schools are in compliance with existing PA requirements
- Administer openings and negotiate tuitions with the partner schools
- With School Committee Co-Chairs, research new schools as per strategic plan
- Balance resources of the organization such that program runs efficiently

Development & Communications

- Support the Development Director in creating fresh, realistic and ambitious fundraising goals, concepts, and activities
- Support Development Director and Committee in the strategic cultivation, solicitation and stewardship of major donors
- Support Event Manager and Development Chair with annual fundraising events and new projects
- Along with Development Director, serve as an effective spokesperson for the organization, establishing working relationships with community groups and agencies

Financial Management

- Maintain financial records
- Provide timely financial reports
- Support the work of the Audit Committee and external auditor
- Work with the Finance Chair and Committee to oversee creation of annual budget and investments, maintaining sound financial practices
- Operate the organization within budget guidelines

Organization Leadership

- Foster an engaging and open working environment, where staff, Board members, and other stakeholders are encouraged to offer their views and perspectives and are empowered to contribute their best
- Execute the strategic plan and PA mission
- Interact with volunteers and maintain procedures to maximize their involvement
- In conjunction with the Governance Committee, manage Board development, compliance, succession planning and other governance-related matters
- Communicate the overall strength of the organization to the Board, alerting the Board to any issues, financial or otherwise, that require Board attention
- Prepare the agenda for the monthly Board meetings and attend those meetings

Organization Administration

- Maintain up to date job descriptions including clarity of roles, expectations and performance standards
- Conduct regular staff performance evaluations with input from the Board and document accordingly
- Conduct regular professional development discussions with staff
- Manage staff's compliance with workplace employment and PA policies
- Manage other enterprise processes as needed, including staff payroll and benefit programs
- With Communications manager, oversee the organization's IT capabilities, including web site and data base
- Oversee all matters related to organization's office space

Qualifications

The ideal candidate must:

- have demonstrated executive leadership experience
- have a bachelor's degree, or higher
- have strong leadership presence and professional demeanor; working effectively with the Board President and Executive Committee
- be a hands-on team leader with strong written and spoken communications, networking and collaboration skills
- have excellent organizational and interpersonal skills with the ability to manage several projects at once; be able to anticipate major issues before they arise (i.e., be self-starter, inquisitive, resourceful)
- have experience in fundraising and individual gift solicitation and cultivation; northern NJ experience preferred