

## **Lamoille Family Center Job Description**

POSITION TITLE: Executive Director

PROGRAM: Administration

EMPLOYMENT CATEGORY: Permanent – Exempt - Full time

Reports To: Board of Directors

### **Position Summary:**

To execute the mission, organizational plan, and policies of the Lamoille Family Center as developed by the Board of Directors.

### **Desired Qualifications, Knowledge, and Experience:**

- \* Graduate degree in human services, education, administration, or a related field. A Bachelor's degree with extensive experience in non-profit management may be substituted for a graduate degree.
- \* At least four years of upper-level management experience in a nonprofit organization or government.
- \* Specific knowledge of and experience with managing complex budgets, personnel management, and planning.
- \* Proven abilities in fundraising and grant writing.
- \* Excellent oral and written communication skills including utilization of IT/technology.
- \* Thorough knowledge of early childhood, positive youth development, family support, and the education and human service networks in Vermont.
- \* Ability to relate to diverse internal and external constituencies including staff, parents and children, service providers, public officials, and donors.
- \* Demonstrated leadership ability, including: experience creating an organizational culture grounded in respect, service, and accountability; applying a team approach to management; and delegating responsibility.
- \* Experience in managing data-driven program evaluations and outcome data.

### **Principal Duties:**

#### **ADMINISTRATION (25%)**

- \* Develop and oversee office systems including operating procedures, record keeping, and internal communications.
- \* Assure compliance with Family Center by-laws, policies, and procedures, as well as state and federal laws governing employers and non-profit organizations.
- \* Oversee compliance with state and federal legal requirements related to organizational finance, taxes, payroll, labor, and child care industry standards.
- \* Assure appropriate oversight and maintenance of the facility including necessary capital improvements.

#### **PROGRAM DEVELOPMENT AND MANAGEMENT (10%)**

- \* Assure that Family Center services are delivered in a manner consistent with the mission.
- \* Monitor the overall quality and impact of services.
- \* Collect, analyze, and disseminate user evaluation information.

### **PERSONNEL/HUMAN RESOURCES (20%)**

- \* Develop and keep updated job descriptions for all staff and volunteers.
- \* Assure staff receive ongoing supervision, feedback, and annual documentation on performance.
- \* Assure staff participate in professional development opportunities necessary for them to stay current in their field.
- \* Assure proper implementation of personnel policies and periodic review of all policies.
- \* Promote a positive work environment.
- \* Provide regular supervision for assigned staff and assure proper supervision of all staff.
- \* Oversee hiring and dismissal of staff.

### **COMMUNITY RELATIONS (20%)**

- \* Serve as spokesperson for the Family Center and work to develop collaborative relationships and a positive attitude about the Center in the community.
- \* Represent the Family Center to other education and human service community and governmental groups including active participation in the Vermont Parent Child Center Network.
- \* Oversee materials developed for public relations.
- \* Promote and advocate for Family Center services.
- \* Assess community need, demand for services, and opportunities for expansion.
- \* Participate in public relations and Family Center fundraising events.

### **FINANCIAL RESPONSIBILITIES (15%)**

- \* Oversee the internal accounting system and assure appropriate policies and procedures are in place.
- \* Work with the business office to develop, oversee, and manage the Family Center annual budget.
- \* Review monthly financial statements to assure compliance with budget and cash flow projections. Recommend adjustments as necessary.
- \* Act as a liaison with funding sources and approve required fiscal and program reports.
- \* Report financial information regularly to the Board.
- \* Oversee fundraising activities including grant writing, donor solicitations, direct mail, and special events in conjunction with the Board of Directors and development staff.

### **BOARD SUPPORT (5%)**

- \* Assist the Family Center Board in developing and carrying out the mission and annual objectives.
- \* Work with the Board Chair to prepare meeting agendas and related materials.
- \* Serve as the primary liaison with the Board, the staff, and families served.
- \* Arrange staff support for Board committees.

### **MISCELLANEOUS (5%)**

- \* Participate and take a leadership role, where appropriate, in local, state, and national early childhood and family support professional organizations.
- \* Participate in management training workshops/courses and implement effective practices learned.
- \* Other duties as assigned by the Board.