

# Mary Johnson Children's Center

POSITION TITLE: Director

Reports To: Board of Directors

## **Position Summary:**

To execute the mission, organizational plan and policies of Mary Johnson Children's Center

## **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, 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 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 Center's facilities including necessary capital improvements.

### **Financial Responsibilities (25%)**

- Oversee the internal accounting system and assure that appropriate policies and practices are in place.

- Work with the management team to develop, oversee and manage the Center's annual budget.
- Review monthly financial statements to assure compliance with budget and cash flow projections, recommending adjustments as necessary.
- Act as a liaison with funding sources and approve required fiscal and program reports.
- Report financial information regularly to the Board.
- Grant writing and reporting, including researching and developing new grant sources investigating both state and private grant opportunities. Nurture and maintain positive relationships with major grant sources, i.e. STARS, CCCS and Strengthening Families.
- Coordinate fundraising activities including donor solicitation, direct mail and special events in conjunction with the Board of Directors.

### **Program Development and Management (10%)**

- Assure that the Center services are delivered in a manner consistent with the mission.
- Monitor the overall quality and impact of services
- Analyze user evaluation information

### **Personnel/Human Resources (10%)**

- Assure staff receive ongoing supervision, feedback, and annual documentation of performance.
- Assure proper implementation of personnel policies and periodic review of all policies
- Promote a positive work environment

### **Community Relations (20%)**

- Serve as a spokesperson for the Center and work to develop collaborative relationships and a positive attitude about the Center locally and statewide.

### **Board Support (5%)**

- Assist the MJCC 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 the families served.
- Coordinate and assure staff for Board Committees.

### **Miscellaneous (5%)**

- Participate in management training workshops/courses and implement effective practices learned.
- Participate and take a leadership role, where appropriate, in local, state and national early childhood and school age professional organizations.