

# Child Care Connections of Cleveland County, Inc.

## Executive Director Job Description

**Job Summary:** The Executive Director is the Chief Executive Officer of Child Care Connections. The Executive Director oversees the day to day operations of the agency and is responsible for the organization's consistent achievement of its mission, goals and financial objectives. As lead agency for Region 7 of the North Carolina Resource and Referral Councils regionalization initiative, the Executive Director serves as the local contact for dissemination of state-wide information and data and ensures the quality of services and achievement of Council established goals. The Executive Director reports to the Board of Directors.

### **Duties and Responsibilities:**

- Assure that Child Care Connections has a long-range strategic plan which achieves its mission and toward which it makes consistent and timely progress
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carries out plans and policies authorized by the Board
- Maintain official records and documents, and ensures compliance with federal, state and local regulations
- Interpret local needs and demands/trends in child care and human services field to the Board of Directors and staff to aide in planning of services and programs
- Maintain a working knowledge of child care issues, regulations and resources
- Fully informs the Board of Directors on the condition of the organization and all important factors influencing it
- Publicize activities of the organization, its goals and mission; represent the programs and mission of the organization to agencies, civic organizations, and the general public to promote the interest and welfare of young children
- Establish a sound working relationship and collaborative arrangements with community groups and organizations
- Recruit, employ and supervise all agency personnel, both paid staff and volunteer
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place
- Encourage staff professional development and education and assist in them in relating their work to the total program and organization
- Maintain a climate which attracts, keeps and motivates a diverse staff of top quality professionals
- Develop and maintain sound financial practices in accordance with all state and federal guidelines
- Work with staff, Resource Development Committee, and Board of Directors in preparing the annual budget; ensure that the organization works within budget guidelines
- Ensure that adequate funds are available to permit the organization to carry out its work
- Become knowledgeable of potential funding sources and be able to communicate the needs of the agency to these resources
- Direct the preparation of project, fundraising and grant proposals
- Ensure that all reports are submitted to funding sources accurately and on time as required

- Represent Region 7 at all Regional Management and Statewide meetings facilitated by the North Carolina Resource and Referral Council and/or Division of Child Development
- Perform administrative, financial and monitoring duties for Region 7 as defined by the Division of Child Development
- Serve on appropriate committees as required of the position; maintain membership in early childhood professional and/or civic organizations to promote awareness of the agency and its goals and mission
- Represent the agency at community fairs, public events, conferences and meetings as requested by the Board of Directors

#### **Special Skills:**

- Proficiency in budgeting, public relations, fund raising, grant writing and utilization of community resources
- Effective oral and written communication skills
- Computer knowledge; demonstrated ability in Excel, PowerPoint and Word
- High level of organizational skills with attention to detail
- Ability to establish relationships and effectively manage agency staff
- Flexible and able to respond to diverse requests
- Possess a professional appearance and demeanor
- Knowledge of child development, child care/work and family issues
- Enthusiastic about Resource and Referral goals

#### **Education and Experience:**

- Bachelor's degree in Early Childhood Education, Child Development, Human Services or related field and a minimum of three years experience as a child care center administrator, Child Care Resource and Referral Provider Services staff, or Child Care Resource and Referral Parent Services staff
- OR
- Master's degree in Early Childhood Education, Child Development, Human Services or related field with two years experience working with children and families

#### **Special Work Requirements:**

- No substantiated or criminal conviction for child abuse or neglect
- No allegations or criminal conviction for misappropriation of funds, fraud or embezzlement
- An automobile at his/her disposal; valid, non-suspended North Carolina driver's license; current automobile insurance with continuous coverage
- Travel throughout the region and some state-wide and out of state travel
- Need for flexible scheduling including evening and weekend work

#### **Work Schedule**

- Full time position working 40 hours per week
- Monday through Thursday 8:00am – 5:00pm; Friday 8:00 am -12:00 noon with flexibility to accommodate evening and weekend meetings and engagements

References must be furnished upon request. Salary is dependent upon qualifications and experience.

Applicants should send a letter of interest and a current resume by email to [director@ccchildcareconnections.org](mailto:director@ccchildcareconnections.org)  
A completed application and official transcript may be required later.