



Millcreek Children's Center

## ***Our Mission...***

**is to provide young children of lower-income working parents with an excellent education and broad support services, so that their lives can be enriched, productive and fulfilling.**

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### **POSITION SUMMARY - EXECUTIVE DIRECTOR**

Striving to take action on the Board of Directors' vision and possessing a passionate commitment to working with the poor and to early childhood education, the Executive Director is responsible for all the day-to-day operations of Millcreek Children's Center. The Executive Director should have solid experiences in fundraising; budgeting and financial management; facilities management; public relations; Board, staff, and volunteer training and management; and community networking and partnership building.

**RESPONSIBILITIES** include but are not limited to:

- **FUND DEVELOPMENT AND FINANCIAL MANAGEMENT**

- Maintain and strengthen current sources of funding, by developing and maintaining foundation, community, and government funding, and explore generating new sources of revenue and support
- Work cooperatively in partnership with the Board and its Fund Development Committee in the planning of organizational fundraising activities; and work together to evaluate, review, analyze, critique, and revise as necessary these activities
- Prepare and/or oversee preparation of and present funding proposals
- Manage organization's finances and budget according to best practices for non-profits, including apprising the Board of variances from the budget, and research and make recommendations regarding the organization's operating needs and budget, working with the Board Treasurer and Center Bookkeeper

- **PUBLIC RELATIONS AND OUTREACH**

- Act as chief spokesperson for the organization to the media, or designate appropriate Board/staff/volunteer to act as spokesperson
- Develop and oversee year-round public relations plan, assuring that the organization and its programs are consistently presented in a clear, focused manner to appropriate audiences
- Build collaborative, mutually beneficial partnerships with other community organizations by developing community networks of support for the organization regarding organizational stability, programmatic growth, volunteer resources, and early childhood education

- PERSONNEL AND ADMINISTRATION

- Meet day to day administrative needs of the organization including facilities management and overseeing and approving all personnel matters
- Support operations of the Board of Directors and its committees including integrating work of the Board appropriately into the overall work of the organization
- Supervise staff by promoting a culture of accountability, teamwork, friendliness, and empowerment (*See organizational chart for direct lines of supervising and reporting relationships*)
- Based on Board's strategic goals, lead and coordinate process to develop annual workplan for the organization
- Participate in, encourage and oversee staff development opportunities
- Ensure compliance with and implementation of all external and internal regulations and policies, including but not limited to legal liabilities

- PROGRAMS

- With input from the Academic Advisory Committee, provide oversight to the Academic Coordinator in evaluating educational programs and services to help strengthen and refine these services as appropriate

## QUALIFICATIONS:

- REQUIRED

- Deep commitment to and a profound understanding of working with the poor, both children and their families
- Evident passion for the education of poor children with a passionate focus on the organization's mission
- College degree in relevant field
- Outstanding networking abilities and network connections
- Demonstrated successful fundraising experience
- Strong oral and written skills related to public relations, marketing, and community relations.
- Working understanding of finances, including budget preparation and monitoring as well as reading financial statements
- Solid computer skills

- PREFERRED

- Master's degree in relevant field
- Knows the funding community in the Mahoning Valley
- Experience with facilities management
- Nonprofit experience with working in a reporting relationship to a Board of Directors and managing staff

The CEO and the Executive Director in Training will work together in implementing this job description for an extended period of perhaps a year. During this time period, the in-training Director will shadow, learn and do, and phase in more and more hands-on "doing."