

Child Care Council, Inc. – Executive Director

Child Care Council, Inc., a New York not-for-profit corporation (Child Care Council or Council), invites applications for the position of Executive Director. Child Care Council is one of the leading child care referral agencies in the country and provides information, training, and resources to parents, child care providers, and businesses in Monroe, Livingston, and Wayne counties. Quality child care and early childhood education are at the heart of the Council's core mission and values. Child Care Council operates a significant annual budget derived through a variety of sources including grant programs, educational services to the child care community, and fundraising.

As the key management leader of Child Care Council, the Executive Director is responsible for overseeing and guiding the administration and strategic plan of the organization, while remaining flexible and adaptable to changes in the industry. The Executive Director reports to the Board of Directors and works with the Board to fulfill the organization's mission. The successful candidate understands and values the people-centered and team-oriented culture of Child Care Council and supports an environment that fosters individual success as well as organizational success. The position demands a commitment to maintaining strong relations within the communities served and cultivating effective relationships with local and state regulators, political leaders, and legislators.

Job Requirements:

- Bachelor's degree (post-graduate degree preferred).
- Five years or more of senior management experience (not-for-profit preferred, but not required) with a proven track record of success leading a complex, multifaceted, and highly visible organization.
- Strong financial management skills, including budget preparation, analysis, decision-making and reporting.
- An exceptional communicator with the ability to engage and influence a diverse range of people both inside and outside of the Child Care Council, including government officials and media.
- A strong "big picture" thinker with excellent analytical and organizational skills and an ability to provide effective leadership of a complex organization to achieve its strategic goals.
- Strong work ethic and a demonstrated ability to oversee and collaborate with staff, with the ability to delegate tasks where appropriate.
- A strong track record for attracting, engaging, developing, and retaining diverse talent across director and staff positions; a track record for fostering a collaborative, results-oriented culture, committed to excellence.
- A clean driving record, daily access to a licensed vehicle, and ability to travel throughout New York State in all seasons.

Job Responsibilities:

It is critical that the Executive Director has strong knowledge and skills in a wide variety of areas that relate to the particular nature of the organization, its industry, and the current environment (political, social, economic, and technological). The Executive Director is engaged in all facets of management at

Child Care Council and has many responsibilities, including:

Provide Strategic and Visionary Leadership for the Council:

- Provide confident, thoughtful, and insightful leadership and guidance to the Child Care Council and its affiliates.
- Convey a vision of Child Care Council's mission and strategic future to the communities served, Child Care Council staff, the Board, volunteers, donors, and legislators.
- Champion the distinctive role that the Council plays both within New York State as well as the broader early childhood community.
- Enhance the Council's efforts to build its strategic capacity and strengthen its reach and impact.
- Ensure that all programs align with the Council's overall mission and that the overall focus remains agile and responsive to emerging child care needs.
- Direct strategic planning processes and subsequent implementation, with the ability to effectively respond to unanticipated crises or changes in the child care environment.

Build up Child Care Council's Strong Reputation:

- Robustly engage multiple constituencies, including other child care councils across the state, more general audiences, the public at large, and the Greater Rochester community.
- Project steady, thoughtful leadership as the most visible face of Child Care Council.
- Establish and maintain positive relationships with various organizations, both regionally and throughout the state, to strategically enhance the organization's mission.
- Serve as the organization's primary spokesperson to the media, legislators and the general public.

Lead the Fiscal Management and Development Efforts of the Council:

- Maintain fiscal management that operates within the approved budget, ensuring maximum resource utilization and maintaining the organization in a sound financial position.
- Manage the organization in compliance with contract, grant and income funding.
- Establish and administer appropriate policies and procedures for all day-to-day operations of the organization.
- Generate sustainable income for the organization through the pursuit of grant opportunities, thoughtful programs and strong relationships with major donors, state organizations, foundations and corporations.

Internal and External Collaboration:

- Report to and work with the Board of Directors to seek their involvement in policy decisions.
- Supervise department managers and serve as an active member of the management team.

- Conduct and participate in monthly department meetings, and coordinate and attend monthly meetings of the Board of Directors.
- Build and foster an inclusive, professional work environment that promotes and values collaboration, teamwork, integrity, and diversity in which communication is open, staff collaboration is encouraged, conflicts are quickly resolved, and accountability is fostered and encouraged.
- Oversee marketing and other communications efforts.
- Carry out other duties as mandated by the Board of Directors.

Compensation and Benefits: Child Care Council provides employees with excellent benefits that include medical and dental insurance, disability coverage, vacation and sick leave. Salary range approximately \$80,000 to \$90,000, depending upon qualifications and experience.

Job Location: Primarily Rochester, New York along with travel to other offices and occasional out-of-town travel.

Application Process:

To apply, please submit a cover letter, your current resume and (3) professional references.

Applications may be submitted by email to BoardAdmin@childcarecouncil.com or by mail to:
Child Care Council, Inc., Attn: Board President
595 Blossom Road, Suite 120
Rochester, NY 14610

Interviews are expected to commence in February and will continue until the position is filled.

Expected start date is Spring 2020.

Child Care Council, Inc. is a not-for-profit Equal Opportunity Employer. All applicants will be considered for employment without consideration of race, color, religion, sex, sexual orientation, gender identity, national origin, age, citizenship, genetic information, AIDS/HIV, place of birth, credit history, veteran or disability status.