

Position: Explorers Academy Executive Director

Position Closes: February 15th, 2019 by 4 PM

Classification: Key Officer, Executive, Regional Office Approval Required

Full time 52 weeks – FLSA Exempt

SUMMARY OF RESPONSIBILITIES

Responsible for managing the overall organization under the general oversight of the Board of Directors. Provides leadership to the staff, Board and Policy Council with the outcome of providing the highest quality services to children and families at all sites. Serves as a liaison to outside agencies and community organizations.

REPORTS TO: Explorers Academy Board of Directors

DIRECT REPORTS: Finance Director, Human Resources Director, Head Start Director, Child Care Director

About Explorers Academy

The purpose of the Explorers Academy program is to increase the capacity of eligible children to succeed in school by promoting an inclusive community that...

- Enhances their overall development
- Equalizes opportunities
- Strengthens parent-child relationships
- Supports and empowers parents to achieve their identified goals

We accomplish our mission by...

- Embracing diversity
- Honoring individual differences
- Using best practices
- Seeking to learn and innovate
- Promoting healthy life habits

We believe...

- Parents are primary teachers.
- Respect for the individual is fundamental.
- The strengths of children and families should be recognized and honored.
- Optimal child development occurs when children have access to good nutrition and quality health and dental care.

Families thrive when they are supported and encouraged to reach their goals.

Executive Director Search Requirements:

- Five or more years' experience directly related to the duties and responsibilities required and preferred.

Skill in the required fundamental duties to include:

- Ensuring staff, parents, Policy Council, Board, and community understand and support the agency's mission, vision, values, and strategic goals.
- Focus energy and efforts toward developing high quality, financially sustainable early childhood education programs.
- Communicate regularly with families, staff, Policy Council, and Board of Directors about key issues affecting the agency.
- Responsible for ensuring compliance with all relevant federal, state, and local laws and regulations, including development of internal monitoring systems.
- Develop additional revenue streams for the agency that align with the core mission, including grant projects, fee-based services, and community partnerships.
- Model leadership in employee relations through effective communications, guidance, leadership, training, and coaching.
- Exercise good judgement and integrity while evaluating difficult situations and making critical decisions.
- Understanding of Early Childhood development and family engagement models.
- Experience in developing and monitoring budgets.

Preferred skill in essential duties to include:

- Understand the State and Federal Legislative processes as well as knowledge of applicable laws and regulations.
- Experience in implementing organizational strategic plan, mission, and values.
- Supervisory experience.
- Experience in managing conflict.
- Strong interpersonal and communication skills to collaborate with a wide range of constituencies in a diverse community.
- Strong computer technology and understanding of different applications.
- Ability to advocate for the program's approach to child development and education.
- Demonstrate respect and sensitivity at all times for cultural, racial, and economic differences.
- Experience in grant writing and overseeing fund raising efforts.

Qualified Candidates must submit:

- Resume
- Letter of Interest
- 3 Letters of Recommendation
- 3 Additional Contact Information for References
- Word processed essays to the following questions:

1. What are the fundamentals of a superior early childhood program?

How do you effectively provide quality services to two generations to ensure both the child and family members are supported by the organization and have optimal ability to succeed? How can Explorers Academy play a part in the community issues such as poverty, substance abuse and hunger?

2. Describe your experience in establishing and/or implementing an organizational strategic plan.

Specifically:

Explain how you ensured the organization's mission, vision and values were assimilated in the strategic plan.

What was the process for measuring and monitoring internal metrics?

How did you engage governing bodies and stake-holders?

Describe outcomes and any relevant changes that might have been necessary.

3. The industry standard for non- profit agencies such as Explorers Academy is high staff turnover. This continues to be a challenge for the organization. Describe your experience with staffing challenges.

Specifically:

Assembling a workforce with emphasis on talent recruitment, staff retention, and succession planning for continuity of services.