

## IOWA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN-JOB DESCRIPTION

TITLE: EXECUTIVE DIRECTOR

STATUS: *EXEMPT*

REPORTS TO: *BOARD OF DIRECTORS*

DATE: *JANUARY 2020*

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### POSITION SUMMARY:

Directs and coordinates the operations of the Association to provide services by performing the following duties personally or through staff.

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. The Executive Director, along with the President, will lead the organization in maintaining a High-Performing, Inclusive Organization.
2. Responsible for the overall efficient, effective, and financially sound management of all aspects of Association operations.
3. Works with the Governing Board to strategically plan for and establish short and long range goals and objectives. In conjunction with the Board President, prepares agenda and presents reports on Iowa AEYC program activities at regular Board meetings.
4. Participates in community activities to develop opportunities to ascertain needs, serve clients, and promote association goals.
5. Prepares budget to allocate funds, control costs, and maintain operations at level consistent with association guidelines.
6. Recommends new policies and procedures to Iowa AEYC Governing Board.
7. Oversees employee relations function, and supervises all Iowa AEYC employed staff. Ensures that adequate personnel policies are established and consistently applied, that quality assurance and improvement initiatives are implemented and monitored for effectiveness, and that employees are kept informed of activities and events related to their employment.
8. Manages Association activities as part of a statewide early care and education system.
9. Oversees implementation of Association strategic plan, goals, and objectives.
10. Oversees the implementation of the goals and objectives outlined in the individual program contracts and Scope of Services.
11. Facilitates or designates appropriate staff to support Iowa AEYC meetings and other meetings of relevant state committees.
12. Represents the Association's interests on statewide committees and work groups. Maintains positive relationships with partner groups to promote common goals.
13. Serves as the statewide specialist on program issues such as education, compensation, and retention of the childcare workforce; and provides linkages for programs to regional, federal, and national organizations.

14. Participates in meetings of the Association Governing Board, its committees, work groups, and other groups as requested by the Board President.
15. Seeks additional resources to expand funding base for all programs through presentations and grant writing. Works to promote and expand funding for all agency programs.
16. Ensures full compliance as required by the T.E.A.C.H. and WAGE\$ licenses including the requirements of the license, the self-study, and the T.E.A.C.H. National Center.
17. Attends events related to the Association (i.e., Chapter events, Institutes (state and national), Week of the Young Child activities, Public Policy Forum, or special invitation events from Funders, NAEYC, or other entities with whom we share a common mission/vision.
18. Works collaboratively to create one statewide voice for advocacy for the early childhood profession alongside the Public Policy Chair of the Governing Board as well as with other community, state, and national partners.
19. Creates, maintains, and fosters relationships with donors within the community. Further, engages Governing Board Members in meaningful fundraising activities. Plans, with the help of the Governing Board primarily, fundraising events of substantial scope.
20. Oversees efforts to maintain and grow membership. Primary responsibility lies with the Executive Director but is aided by the Membership Specialist as well as the Governing Board's Membership Committee Chair.

#### **ADDITIONAL DUTIES:**

Performs other duties as necessary to fulfill the responsibilities of this position and as directed by the Governing Board.

#### **WORK RELATIONSHIPS AND SCOPE:**

Reports directly to the Governing Board. Works most closely with Board President. Is accountable to the Board and responsible for the operational efficiency, effectiveness, and financial well-being of the Association. Direct reports include: Program Managers and Accountant.

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and be able to travel overnight as business necessitates. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Minimum of a masters' degree in early childhood education or related field and a minimum of three years' experience in program administration; or equivalent combination of education and experience. Knowledge of state level systems and departments. Demonstrated skills in program supervision.

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Must possess:

- Good understanding of financial functions and responsibilities.
- Strong interpersonal, conflict resolution, verbal communication, and public speaking skills.
- Good business writing skills.
- Ability to proficiently utilize a computer and MS Office applications.
- Professional demeanor and appearance.
- Ability to analyze business problems and generate alternative solutions.
- Good leadership skills.
- Ability to interact professionally with people from all walks of life and deal effectively with both pleasant and unpleasant situations.

### **CERTIFICATES, LICENSES, AND REGISTRATIONS:**

Specific licenses and certificates as required by the Program specifications. A valid state of Iowa driver's license is required for this position.

### **WORKING CONDITIONS:**

Work is performed largely in an office environment with little chance for personal injury. Deadline pressure is an integral part of the job. Frequent mental and visual concentration for computer usage and reading/assimilating computer information. Work hours are generally during normal business hours and average a minimum of 40 hours a week. There will be some variation in work hours due to special projects, deadlines, and other concerns. Requires frequent travel for the purposes of attending meetings, conferences, and speaking engagements. There is an expectation for an active role in community activities.

### **MEASURES OF PERFORMANCE:**

Quality, accuracy, timeliness, reliability, and thoroughness of work performed; gains the trust and respect of the Governing Board and employees; communicates effectively and develops good working relationships with the Governing Board, co-workers, and subordinates; responsiveness to the information needs of management; soundness of business decisions made; quality of the example set for other employees (attitude, approach, professionalism, team effort, commitment, and loyalty); maintenance of highly confidential business and financial information.

### **EQUIPMENT OPERATED:**

Utilizes a PC and computer printer for word processing, spreadsheets, email, Internet/intranet access, and other specific applications. Utilizes a keyboard, telephone, fax, office copier, and other general office equipment.

**ACKNOWLEDGEMENT:**

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Governing Board of Iowa AEYC. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Received by Employee

Date