



Position Description Final – December 5, 2008

POSITION: Chief Executive Officer (CEO)

Organization Mission: Child Care Resources leads efforts to promote equity for children, community stability and school readiness by:

- Helping families access and choose high quality child and after school care;
- Partnering with providers and caregivers to offer excellent care; and
- Advocating for child care solutions that strengthen communities.

Position Purpose: The CEO provides strategic leadership to fulfill the mission of Child Care Resources, a non-profit agency founded in 1990. In this role, the CEO will impact thousands of young children and families in King County by improving the quality, accessibility and cultural relevance of licensed and informal child care, and by advocating for improved early-learning systems statewide.

Nature and Scope: The CEO is responsible for the strategic direction of Child Care Resources. S/he is the agency's chief spokesperson with a strong focus on advocacy, communications and relationship building. S/he has ultimate responsibility for management and administration, finance and operations, donor cultivation, fund development and governance. S/he leads the agency's Leadership Team and reports to its Board of Directors.

Key responsibilities:

Strategic Direction, Policy and Planning (in Partnership with the Board of Directors and Staff)

- Establishes and monitors the effectiveness of the agency's three-year Strategic Plan, including its values, mission, vision and goals.
- Ensures that the agency's programs and policies are anti-racist and culturally relevant.
- Assures that appropriate policies are in place to guide the organization's work.
- Facilitates policy-making by keeping the Board informed on local, state, and national trends, as well as issues, problems and opportunities related to agency's strategic plan.

Key responsibilities (continued):

Advocacy, Communications and Relationship Building (in Partnership with the Leadership Team and Community Members)

- Leads the agency's advocacy efforts by educating and building awareness within key stakeholder communities, including business, government, media, educational and social services agencies, parents, providers and partners.
- Promotes the agency as a reputable resource that can comment on matters relevant to child care and early childhood education.
- Works in partnership with Director of Communications to create and implement an effective marketing, community assessment and communications plan to build upon the agency's reputation as a community leader and to promote its mission.
- Identifies and cultivates key relationships and works collaboratively with others to promote improved outcomes for young children and their families.

Management and Administration (in Partnership with the Chief Program Officer)

- Provides oversight of the agency's day-to-day operations and assures a high-functioning, efficient organization.
- Recruits, retains and supports a competent, diverse and empowered workforce.
- Cultivates an open and respectful workplace that supports creativity, promotes work/life balance, encourages staff participation and teamwork and is committed to undoing institutional racism.
- Directly supervises the Chief Financial Officer, Chief Program Officer, Chief Development Officer and other Leadership Team members, as needed; clearly delegates authority and responsibility.
- Oversees plan for training, developing, mentoring and evaluating staff.
- Ensures the agency has appropriate technology to support program development that leads to successful outcomes.

Fiscal Management and Operations (in Partnership with the Chief Financial Officer and Board of Directors)

- Ensures that agency resources are appropriately and responsibly budgeted, managed, invested and allocated to support the agency's short- and long-term goals.
- Ensures that adequate controls are in place for sound fiscal management in compliance with GAAP.
- Ensures personnel practices are non-discriminatory and compliant with all applicable laws.

Donor Cultivation and Fund Development (in partnership with Chief Development Officer)

- Fosters a culture of stewardship throughout the agency and builds a donor-centered organization that nurtures loyalty through a comprehensive relationship-building program.
- Creates and implements an effective donor-cultivation and fund-development program.
- Personally identifies and cultivates prospects and solicits donations.
- Helps ensure that Board members participate in fund-development activities.

Key responsibilities (continued):

Governance (in Partnership with the Board of Directors)

- Acts as an advisor to the Board and serves as an ex-officio member of its committees.
- Works in partnership with the Board President to focus Board attention on effective and thoughtful governance, strategic planning, fiduciary responsibilities and CEO management.
- Works with the Board to get the best thinking and involvement of each Board member.
- Recommends volunteers to participate on the Board and its committees.

Legal and Regulatory (in Partnership with all Staff)

- Assures timely and accurate filing of all legal and regulatory documents in compliance with relevant laws and regulations.

Position Requirements: A B.A. or M.A. in Early Childhood Education/Health, Public Administration, Social Work or a related field with substantial executive level experience commensurate with the top position in an organization with an annual operating budget of \$5-\$10 M and 40-50 employees. Significant, related leadership experience may be substituted for an M.A. degree.

Desired Qualifications:

- Record of success as a leader, collaborator and consensus builder in a diverse community.
- Strong knowledge of local and state early learning and child care field.
- Demonstrated ability to establish contacts and build relationships within the public and private sectors.
- Proven record of success transforming progressive and innovative ideas into a workable, practical system.
- Skilled in managing resources in times of growth and reduction.
- Accomplished public speaker with experience in press relations.
- Strong fundraising, financial and communication skills.

Desired Qualities:

- A passion for the mission of CCR.
- Visionary leader.
- Culturally competent with a willingness to embrace the agency's commitment to undoing institutional racism.
- Highly skilled coach and mentor focused on building teams and encouraging individual excellence.
- High-energy, creative problem solver with a strategic orientation.
- Willing to take appropriate risks and lead innovation for purposes of furthering the agency's mission.

Evaluation Factors: Annual evaluations of the Chief Executive Officer will include, but not necessarily be limited to: leadership around the CCR's vision and mission; supervision; representation of CCR in the community; Board relations; quality and knowledge of work; cultural competency; and fiduciary responsibilities.