



ReadyKids!

Prepared for Day One of Kindergarten and Beyond

Position Description: Executive Director

Job Title:	Executive Director
Reports to:	ReadyKids! Board of Directors
Supervises:	ReadyKids! Staff
Position Type:	Exempt full-time employee, 40 hours per week
Salary:	\$58,000 - \$67,000 commensurate with skills and experience

Review of applications will begin May 22, 2023. Position will remain open until filled.

Job Summary:

The Executive Director functions as the chief executive officer of the organization, serving as an articulate spokesperson and champion for ReadyKids!. The Executive Director must focus on increasing resources to support the continued incremental growth of ReadyKids! programs while developing and sustaining effective collaborative partnerships with businesses, nonprofits, local government and educational partners. The Executive Director will lead the Board and staff in achieving short and long term strategic goals.

RESPONSIBILITIES:

Administration

- Maintain official records and documents and ensure compliance with federal, state, and local laws.
- Manage financial, material and human resources for the organization.
- Assist in developing and implementing a strategic plan that includes a financial outlook.
- Recommend and purchase materials and supplies necessary for the efficient operation of the organization.
- Meet regularly with staff to ensure strong communication, planning and supervision.
- Ensure that the organization has the appropriate procedures, space, and technology to operate efficiently and effectively.
- Recruit, employ and release all staff and volunteers.
- Develop job descriptions, conduct 30, 60 and 90 day reviews, conduct quarterly performance reviews, and implement sound human resource practices.
- Review and evaluate all organizational activities, ensuring that continuing obligations are fulfilled and allocating resources to maximize efficiency and effectiveness.



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Program Management

- Supervise the Program Director to ensure a committed team of effective volunteers is recruited to support ReadyKids! activities.
- Address concerns or incidents of a serious nature with appropriate school officials or volunteers.
- Ensure program data is captured and accurately recorded.

Resource Development

- Identify potential funding sources from government, foundations and private sources and align those resources to the needs of the organization.
- Research, write and submit grant proposals to potential funders.
- Work with Board, staff, volunteers and partners to successfully plan, develop, implement and evaluate special events and fundraising activities including timelines and budgets.
- Work with Board to identify, educate, cultivate, and build relationships and solicit donations from individuals, businesses and corporations through individual meetings and presentations.
- Prioritize stewardship and relationship-building of current donors as an ongoing activity.
- Seek sponsorships and in-kind services and resources.
- Execute a marketing plan and work to enhance the reputation of the organization.
- Prepare accurate quarterly and annual reports as required by funders.

Board Management

- Coordinate regular board meetings and committee meetings.
- Submit reports to Board of Directors one week prior to Board meeting to include: Profit and Loss, Profit and Loss YTD, Balance Sheet, Board and committee meeting minutes and Board agenda.
- Prepare a written and oral Executive Director's report to the Board of Directors detailing relevant administrative, resource development and program information.
- Provide meeting agenda and minutes and any other relevant materials to the committee chair in advance of committee meetings.
- Provide information and recommendations to the Board of Directors relating to the creation of new policies, procedures, programs, strategic directions while providing logistical support for all Board activities.



Financial Management

- Maintain sound financial practices and policies.
- Prepare monthly financial reports for presentation to Board.
- Manage the finances of the organization including electronic recordkeeping of all revenue and expenses.
- Work with Board, Executive Committee and staff to develop a budget by June 30 and ensure that the organization operates within budget guidelines.
- Work with accountant to prepare tax return.

Professional Development

- Maintain expertise in areas necessary to excel in job performance.
- Attend meetings, trainings, seminars, conferences and workshops to increase knowledge.
- Maintain a working knowledge of significant developments in the area of early childhood education, including proposed legislation and policy, as well as best practices relating to organizational management and program development.

Partner and Community Relations

- Develop and maintain relationships with key partners.
- Prepare partnership agreements with key partners.
- Represent ReadyKids! at community or partner meetings as assigned.

Performs other duties as assigned.

EDUCATION AND EXPERIENCE:

- Four-year college degree from an accredited college or university
- At least five years' successful experience including supervisory responsibilities with a non-profit organization
- At least five years' successful experience in budget development, volunteer management, communications, and resource development
- Minimum of three years working directly on or with a nonprofit Board of Directors
- Qualifications may vary from the above requirements to such a degree as the ReadyKids! Board determines is necessary and appropriate

REQUIRED SKILLS:



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The successful candidate will be comfortable interacting with diverse populations including ReadyKids! community sponsors, partners, volunteers and the public and will demonstrate the following skills:

- Strong understanding of nonprofit management
- Superior organizational skills and strict attention to detail
- Excellent interpersonal, oral and written communications skills
- Ability to read, analyze, and interpret general business information, financial reports, legal documents, technical procedures and government regulations
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Ability to identify and seize opportunities to enhance the organization's mission
- Proficiency in Microsoft Office suite including Word, Excel, Powerpoint, Outlook and Constant Contact
- Proficiency in CRM and accounting softwares
- Self-motivation with the ability to work independently and as part of a team
- Ability to proactively prioritize competing demands and efficiently manage multiple tasks effectively
- Ability to work a flexible schedule, including occasional evenings and weekends
- Ability to identify and resolve problems in a timely manner and seek ways to make continuous improvements to program quality
- Ability to facilitate problem solving by individuals or groups
- Confidence and sound judgment in decision making

REQUIREMENTS:

- Valid Florida driver's license with proof of insurance and access to independent transportation
- Ability to work remotely as needed
- Successful Level II clearance
- Ability to exert at least 20 pounds of force to lift, carry, push, pull or otherwise move objects

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions. ReadyKids! is an Equal Opportunity and smoke, tobacco and nicotine free Employer.

OUR COMMITMENT:

ReadyKids! is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind: ReadyKids! is committed to the principle of equal employment



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opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at ReadyKids! are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. ReadyKids! will not tolerate discrimination or harassment based on any of these characteristics. ReadyKids! encourages applicants of all ages.

TO APPLY:

Resumes and cover letters should be sent to apply@readykidsfl.org