

# President - Child Care Services Association

Child Care Services Association

Chapel Hill, NC

Other

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## Job Description

Are you a firm believer that high-quality early child care and education create the foundation for success in later life? Do you thrive in a collegial leadership environment? Would you enjoy working with others to build a strong early childhood education workforce? Are you prepared to use your voice to help children and families obtain accessible and affordable care and education?

Are you a visionary with strong business acumen? A positive and optimistic leader that can motivate teams? Is building relationships with a wide array of stakeholders your superpower?

Are you ready to make an impact on the future?

## Responsibilities

CCSA's next President will be expected to build on the agency's success by performing leadership duties that include those outlined below:

- Oversee and supervise all aspects of the agency, leading with transparency and open communications
- Hire and direct key organizational leadership staff, promoting a collaborative leadership team approach while maintaining accessibility to the staff
- Set measurable performance goals and develop a work plan with the leadership team on achieving CCSA's strategic goals; annually assess achievements of the agency as aligned with CCSA's mission and goals
- Help develop innovative programs, strategies, and solutions to address the agency's mission
- Increase visibility of CCSA by representing the organization and advocating for affordable and high-quality early care and education at local, state, and national meetings or forums

- Take a leading role in fund development activities of the agency through relationship building and coordinating activities with the staff and Board of Directors
- Represent the agency to key public and private funders, managing relationships with major partners and funding sources
- Provide support to the Board Chair, Executive Committee, and board committee chairs in their leadership roles, attending all CCSA board and subcommittee meetings, as relevant
- Prepare monthly/quarterly/annual reports to funding sources as required and provide regular programmatic and financial reports to the Board of Directors
- Represent CCSA at local, state, and national levels by participating in advisory boards and making presentations as requested
- Coordinate the development and evaluation of CCSA policies for board approval
- Develop and evaluate operational policies and procedures as necessary

## **Qualifications**

The ideal candidate will be a visionary nonprofit leader who is committed to CCSA's mission, serving as a strong advocate for early care and education for children. The next President will have the ability to think strategically, build inclusive relationships with all aspects of a diverse community, leverage data to make decisions, and oversee a complex and multi-faceted organization. In addition, the preferred candidate will possess a myriad of experience, skills, and qualifications among those listed below:

## **Experience**

- Top level executive management experience, preferably in the administration of a large nonprofit tax-exempt organization that promotes access to high quality early care and education
- Familiarity with early childhood education public policy issues on the national, state, and local levels
- Familiarity with state and federal legislative processes
- Experience leading advocacy efforts for the promotion of affordable high-quality early care and education
- Good understanding of and experience with complex budget development and financial management of nonprofit organizations; ability to understand, interpret, and effectively oversee budgets, financial reports, and financial positioning

- Experience and documented success in grant proposal writing as well as having the vision to formulate proposal ideas
- Experience using data to make organizational, programmatic, and policy decisions and monitor results

## **Skills**

- Ability to represent CCSA to the community by writing position statements, participating in community advisory boards, etc.
- Comfort speaking in public, before funding sources, to national, state, and community leaders, and other relevant audiences
- Ability to maintain effective working relationships with all levels within the organization and with external stakeholders
- Appreciation of diversity in people and perspectives, with a laser focus on addressing equity gaps within the early care and education system
- Strong critical thinking and problem-solving skills
- Excellent interpersonal, verbal, and written communication skills

## **Qualifications**

- A working knowledge of child care resource and referral management
- Understanding of early childhood education developmentally appropriate practice, nutrition, health, and family support needs and services of young children and their families
- Understanding of the needs and issues facing the early care and education workforce
- Background in early childhood education, child care administration, public administration, or equivalent, with a relevant master's degree preferred
- Ability to independently travel to CCSA and stakeholder locations as needed

## **Application Instructions**

<https://armstrongmcguire.applytojob.com/apply/52NdxbbauK/President-Child-Care-Services-Association>

## **Additional Information**

You will see instructions for uploading your compelling cover letter, resume, salary requirements, and professional references. Please provide all requested information to be considered. In case

of any technical problems, contact [staci@armstrongmcguire.com](mailto:staci@armstrongmcguire.com). No phone calls, please, and no applications will be accepted by email or directly from third-party posting sites (LinkedIn, Indeed, etc.).

Salary is commensurate with the requirements of the position and begins at \$150K. Benefits include paid leave and holidays, 401k retirement plan, employee assistance program, and a cafeteria plan of child care tuition and medical, dental, vision, life, and short-term and long-term disability insurance.

Child Care Services Association actively seeks a diverse pool of candidates. CCSA is committed to a policy of equal employment opportunity without regard to race, color, national origin, religion, disability, gender, gender identity, sexual orientation, or age.

CCSA has determined that vaccination is a strong defense against COVID-19. To that end, a mandatory vaccination policy is in place for all staff with accommodations made for exemptions based on legally mandated reasons.