



Executive Director

REPORTS TO: VTAEYC Board of Directors

STATUS: Full-time, Exempt

DATE: 2/20/2023

SALARY RANGE: \$90,000 to \$100,000 at hire based on qualifications

Organization Description:

The Vermont Association for the Education of Young Children (VTAEYC) is the state affiliate of the National Association for the Education of Young Children, the nation's largest membership organization of early childhood professionals. Our nonprofit organization is dedicated to improving the quality of early childhood education for children from birth through age eight, supporting the development of the early childhood education workforce, improving the professional practice of early childhood education professionals, and building public understanding and support for high-quality early childhood education programs. Our current membership includes approximately 500 individuals, nearly all working in early childhood education; our extended network is currently over 2500 and includes anyone who cares about the education and well-being of young children.

Position Summary:

The Executive Director is responsible for guiding the strategic direction of VTAEYC as well as overseeing operations and working with the Board to ensure that the mission of the organization is fully implemented in all activities of the organization. Key duties include fundraising and fiscal oversight, recruiting and retaining staff, and program planning and evaluation. The executive director supports the Board with the resources needed to make decisions about the organization, leads the advocacy agenda, represents the organization in the wider early childhood education community and in the public square, and oversees the effective and efficient operations of VTAEYC. The position reports directly to the Board of Directors.

Vision Statement: Vermont's children thrive and realize their true promise in supportive communities.

Mission Statement: VTAEYC advances equity and excellence in early childhood education with early childhood educators as our foundation. As a membership organization, we

provide resources and advocate for policies that move early childhood education forward now and for the future.

Values Statement: VTAEYC affirms the core values and beliefs of NAEYC.

We also:

- Believe that a diverse, dynamic, and well-prepared early childhood education workforce is essential.
- Elevate the voices of early childhood educators - “nothing about us without us.”
- Insist on compensation commensurate with qualifications, skills, and responsibilities of
- early childhood educators across all settings.
- Model and cultivate leadership as an integral factor of excellence and equity.
- Collaborate to foster a healthy early childhood ecosystem.
- Honor partnerships between families and early childhood educators.
- Embrace joy, curiosity, and creative solutions.

Our work is aligned with and guided by:

- NAEYC Ethical Code of Conduct
- NAEYC Position Statement on Equity
- Vermont Guiding Principles for Full Participation of Each and Every Child
- Vermont Early Childhood Action Plan

GENERAL RESPONSIBILITIES

1) **Board Governance:** Works with the board in order to fulfill the organization’s mission.

- Responsible for leading VTAEYC in a manner that supports and guides the organization’s mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.

- Responsible for developing diverse revenue streams necessary to support VTAEYC’s mission.
- Responsible for the fiscal integrity of VTAEYC, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.

- Responsible for fiscal management of the approved budget and ensures maximum resource utilization for the organization to remain in a positive financial position.

3) Organization Mission and Strategy: Works with Board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.

- Responsible for implementation of VTAEYC's programs that carry out the organization's mission.
- Responsible for supporting the Board in strategic planning to ensure that VTAEYC can successfully fulfill its mission into the future.
- Responsible for representing VTAEYC by being active and visible in the community and by working closely with other professional, civic, and private organizations.

4) Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for the hiring and retention of competent, qualified staff.
- Responsible effective administration of VTAEYC operations.

ACTUAL JOB RESPONSIBILITIES

- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, revenue development, and to increase the overall visibility of the organization.
- Recruit, hire, and supervise organization staff. Support the Board's strategic planning and oversee its implementation.
- Plan and implement the annual budget.
- Serve as VTAEYC's primary spokesperson to the organization's constituents, the media, and the general public.
- Establish and maintain relationships with various organizations and use those relationships to strategically enhance VTAEYC's mission.
- Engage in revenue development to ensure the fiscal health of the organization.
- Oversee marketing and other communications efforts with an emphasis on building membership of the organization.
- Support Board and committee meetings with resources and information to guide planning and decision-making.
- Establish employment and administrative policies and procedures for all functions and for the day-to-day operations of the nonprofit.
- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors.

- Fulfill NAEYC affiliate liaison duties and affiliate reporting requirements.

PROFESSIONAL QUALIFICATIONS

- A bachelor's degree (or higher) in education, organizational leadership, human services, or a related field.
- Transparent and high-integrity leadership style.
- Five years senior nonprofit management experience preferred.
- Experience and skill in working with a Board of Directors.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, Board, volunteers, and donors.
- Ability to effectively communicate the organization's mission to donors, volunteers, and the overall community.
- Demonstrated ability to oversee and collaborate with staff.
- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies, and volunteers.
- Solid organizational abilities, including planning, delegating, program development, and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision-making, and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.

Working Conditions:

- Work location is flexible within Vermont; position may be home-based or work out of VTAEYC's shared office in Chittenden County
- Work includes extended computer usage and the need to read and assimilate information online
- Position will require occasional evening and weekend work to meet the needs of early childhood educators and other stakeholders
- Occasional travel in-state will be required; out-of-state travel likely needed annually
- VTAEYC currently offers health insurance for the employee as well as paid time off, sick leave, paid holidays, short and long term disability, retirement fund with employer match, and a flexible work environment.

Equal Opportunity:

VTAEYC is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, marital status, personal appearance, sexual orientation, gender identity or gender expression, family responsibilities, political affiliation, matriculation, genetic information, disability, or protected veterans status, or any other factor that is a prohibited consideration under applicable.