



MILLCREEK CHILDREN'S CENTER
Sister Jerome's Schools, Inc.
44 Essex Street • Youngstown, Ohio 44502
(330) 746-7111 • Fax: (330) 746-7144

EXECUTIVE DIRECTOR: REVISED JOB DESCRIPTION

Mission Statement: “To provide young children of lower-income working families with an excellent education and broad support services, so that their lives can be enriched, productive, and fulfilling.”

The basic qualifications for the position of executive director are a deep love of poor inner-city children and a firm commitment to prepare them for success in school. The position requires a broadly educated person, knowledgeable of economic conditions affecting the poor, experienced in working with a non-profit board, and willing to go that extra mile to raise funds needed to accomplish these objectives. Understanding, devotion, and hard work are essential. The executive director is hired by the Board and is directly responsible to the Board. The job of executive director is crucial to the effectiveness of the organization and provides competitive salary and benefits.

The chief responsibilities of the executive director are: management and oversight, fundraising and financial planning, and effective public relations.

1. **Management and oversight:** The executive director is responsible for maintaining the high quality of the program and implementing improvements as new techniques, materials, and research become available. The executive director is responsible for hiring, training, directing, and evaluating all staff members and maintaining program licensing, in cooperation with the academic coordinator. The executive director must make sure that every child is safe and secure at all times, and, very importantly, that policies concerning child abuse are promulgated to parents and staff and thoroughly observed. The executive director is also responsible for keeping the facilities safe, attractive, conducive to learning, and in full compliance with state and federal standards. The executive director is responsible for all services to children and parents, and for promoting activities to assure that this service is excellent. In all areas of responsibility, the executive director will utilize the active involvement of appropriate staff and Board members, and will report to the Board as required.

www.MillcreekChildrensCenter.org
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2. **Fundraising and financial planning:** The executive director is responsible for the fiscal health of the organization. He/she will maintain current sources of income, will seek new donors, and will conduct organizational events in cooperation with the Board, Board president and treasurer, and Center bookkeeper, he/she will analyze program finances, operating and capital needs and expenditures, and will present a long- and short-term financial plan to maintain sound financial status. The executive director will work with the contracted CPA firm to assure a complete and meaningful audit, and will attend all Board meetings and carry out all Board directives, in finance as well as in other relevant areas.

3. **Public relations:** The executive director, imbued with the history and philosophy of the Center, will serve as an enthusiastic promoter of the program and a major spokesperson for its ideals, successes, and needs. The mission of the Center should be clearly and positively presented to the community and to its various interest groups. The executive director will prepare a long-range public relations plan and effectively implement it. Building collaborative and mutually beneficial relations with community organizations and the media and engaging in continuing networking will be essential aspects of the director's services to the Center and the Board.

Qualifications of importance:

Ability to work for and with the Center's non-profit board.

Obvious love of the children and staff and an enthusiasm for enabling them to succeed.

Demonstrated fundraising ability.

Competence in administering an effective educational program for urban children.

Understanding the needs of working poor families and effectiveness in helping them.

Strong writing and speaking skills.

Computer expertise.

Flexibility, openness to suggestions, respect for others.

Bachelors or master's degree.

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