



Executive Director

Job Title: Executive Director

Salary: Minimum \$55,000 - \$65,000

Location: Granby, CO (telecommute possible but must be located in Grand or Jackson Counties)

Hours: Up to 40 hours per week, occasional evenings, weekends and travel.

Reports To: Grand Beginnings Board of Directors

Mission Statement: The mission statement of Grand Beginnings is to promote a child-centered school readiness system that fosters early learning, facilitates healthy child development and promotes family success in Grand County.”

Position Summary: The Executive Director for Grand Beginnings, a Colorado 501(C) 3 organization, is responsible for the successful leadership and strategic management of all aspects of the organization. The Executive Director serves as the primary fund developer through grant writing and donor cultivation, and manages all aspects of the finances of the organization, with a current operating budget of approximately \$500,000 and a staff of four to five early childhood professionals. The Executive Director works to sustain and grow collaborative local, regional, and statewide partnerships in order to achieve the mission, goals, and objectives of Grand Beginnings.

Essential Duties and Responsibilities

Management of Operations:

1. Oversees and coordinates the day to day operations of the organization
2. Works in conjunction with the officers and members of the board to develop and carry out programs and plans
3. Ensures the coordination of Grand Beginning events
4. Hire, supervise, orient, train and evaluate all Grand Beginnings staff, in accordance with job duties, by assuring all staff meet position and grant compliances and expectations

Strategic Planning

1. Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
2. Support Grand Beginning’s organizational development by assisting the Board in data-driven decision making, identifying system gaps and determining solutions, and as appropriate, facilitate recommendations to the Board about opportunities for new community programs and initiatives

Leadership

1. Provide leadership and foster the active participation of the Grand Beginnings staff, Board and Grand and Jackson Early Childhood Council membership

2. Lead a community effort that supports continuous quality improvement and early childhood system alignment that works with diverse partners including Colorado Department of Human Services, Colorado Shines, funders, and stakeholders
3. Support internal and external professionalism by providing leadership opportunities for early childhood professionals and families
4. Facilitate systems thinking that addresses equity and supports an anti-bias and anti-racist framework for service delivery

Partnerships

1. Maintain and develop relationships with state and local level stakeholders to facilitate their awareness of early childhood issues and participation in Grand Beginnings work.
2. Participate in outreach activities to recruit new members
3. Identify opportunities for collective effort, and foster relationships with local, regional and state stakeholders that facilitate growth and equity for early childhood systems in the community

Accountability

1. Ensure compliance with organizational vision, mission and strategic plan
2. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
3. Adherence to organization-wide policies and procedures
4. Follow legal responsibilities associated with 501©3
5. Maintain a working knowledge of significant developments and trends in the field across the state and to help ensure best practices within Grand Beginnings scope of influence

Evaluation

1. Direct and coordinate data collection, analysis; monitor grant funded programming

Communications

1. Serve as chief spokesperson
2. Implement Marketing Plan and brand development
3. Maintains communication system among membership, the Board, Officers, and community and state partner organizations
4. Represent Grand Beginnings in its relationships with donors, governmental entities, fundraising constituencies, and the media.

Resource Development/Grant Writing

1. Support a long-term financial strategy and any fundraising efforts
2. Apply for, secure, and manage grant funding and reporting at a level that supports service delivery and growth
3. Focus on mission aligned funding opportunities and seek out new funding opportunities to support sustainability and growth.
4. Report on grants as funders require, maintaining accurate grant records

Fiscal Management

1. Be responsible for developing and maintaining sound financial practices in compliance with all state and federal regulations.
2. Work with the board in preparing a budget; see that the organization operates within budget guidelines and prepare and present to the Board an annual capital and operating budget
3. Ensure that adequate funds are available to permit the organization to carry out its work.
4. Oversees the development of contracts and memoranda of understanding with all contractors and partnering agencies

Knowledge, Skills and Abilities

Qualified candidates possess a strong vision of and commitment to developing a high-quality family and child service and support system spanning the prenatal to age 8 developmental period, and the ability to work collaboratively, effectively and efficiently with a diverse coalition of partners.

- Proficient in use of Microsoft Office (including Word, Excel, PowerPoint, Outlook and Publisher), Internet, and other basic computer functions.
- Demonstrates skill in written communication including correspondence, reports, etc.
- Demonstrates skill in verbal communication.
- Demonstrates knowledge
- Demonstrates knowledge and experience with coordinating events and logistics.
- Demonstrates knowledge and experience working closely with formal community partnerships, Colorado's Early Childhood Council system, Child Care Resource and Referral or similar.
- Demonstrates knowledge and experience in relationship based professional development, coaching, technical assistance practices, and adult learning methods.
- Demonstrates knowledge and experience working with diverse and culturally unique populations.
- Experience with and ability to manage budgets, produce financial reports, and maintain appropriate financial oversight.
- Experience with and ability to manage a non-profit, supervising staff, and maintaining compliance with state and federal non-profit rules.
- Experience with and ability to write and manage multiple grants to maintain and grow organizational resources.
- Experience with and ability to evaluate programs, manage data, and use data to drive decision making.
- Ability to work independently, manage time, complete assignments, and meet deadlines in a shared office space and out of the office or via tele-commuting.
- Ability to interact, communicate, and develop relationships in a positive, professional, and effective manner with parents, children, early childhood professionals, coworkers, community members, and other diverse local and statewide stakeholders.
- Ability to adapt and be flexible in a constantly changing environment that adjusts to meet organizational and community need.
- Ability to drive throughout region and state when needed in a reliable personal vehicle (mileage reimbursement available).

Minimum Requirements:

- Bachelor's degree in early childhood, child development, social work, non-profit management or related field.
- Two to five years of experience working with children and families.
- Experience supervising staff and managing diverse projects.
- Demonstrated experience working as a member of a team.
- Valid CO Driver's License and Vehicle Insurance.

Preferred Experience:

- Master's degree in early childhood, child development, social work, non-profit management, or other related field.

- 2 years or more of experience supervising staff management, grant writing, project management, and evaluation.
- Trained in evaluation tools including ERS tools, CLASS, ASQ, DECA, TPOTS or other similar tools.

To Apply: Submit cover letter and resume to director@grandbeginnings.org. The position will be open until filled with initial review of applicants beginning 9/22.