

Arkansas Early Childhood Association (AECA)

Position: AECA Executive Director/T.E.A.C.H. Early Childhood® Arkansas Manager

Reports To: AECA Executive Board of Directors

Responsibilities: The AECA Executive Director/T.E.A.C.H. Early Childhood® Arkansas Manager oversees the activities of the Arkansas Early Childhood Association to include T.E.A.C.H. Early Childhood® Arkansas. When referring to both AECA and T.E.A.C.H. the term organizations will be used. The ED/Manager will work in partnership with the board to set a vision and implement a strategic plan to ensure the ongoing vitality of the organizations and the support of its members and T.E.A.C.H. scholars. The ED/Manager will work to build relationships inside and outside of the organization to strengthen the organization and the early care and education system as a whole. The ED/Manager promotes the T.E.A.C.H program and Association to potential partners, members, and applicants and provides support and supervision to the organization's staff as they work with scholars, process applications and perform day to day duties.

Required Professional Qualifications: Master's degree in early childhood or a role-related field; skills and In-depth knowledge of best practices in management and governance including budget preparation, analysis, decision-making and reporting; strong organizational leadership skills, including transparent planning, delegating, program development and task facilitation; and demonstrated ability to oversee and collaborate with staff. Demonstrates a strong aptitude for verbal and written communication, presentation and relationship development; ability to convey a vision of both organizations' strategic future to staff, board, volunteers, donors and community leaders; skills to engage, collaborate with and motivate diverse board members, volunteers, and partners. A bachelor's degree in ECE or related field plus experience may substitute for a Master's degree.

Preferred Professional Qualifications: Two or more years' experience in each of the following: senior leadership role in nonprofit management; navigating higher education systems; fundraising and/or grant writing, and experience working in T.E.A.C.H. organization in another state.

Each of these qualifications will require:

- Documentation of the education and/or experience within the cover letter, resume, transcript or other supporting documents.
- Demonstration of the soft skills during the interview process.

Specific Responsibilities

Purpose: The AECA Executive Director/T.E.A.C.H. Early Childhood® Arkansas Manager will work with the T.E.A.C.H. Counselor and AECA Board of Directors to to complete the following tasks associated with these responsibilities:

Board Governance:

- ❖ Serve as leader in a manner that supports and guides the T.E.A.C.H. Early Childhood® Arkansas organization's mission as defined by the Board of Directors.
- ❖ Work with the Board President and committee chairs to enable the Board to fulfil its governance functions and facilitates the optimum performance by the Board, its committees and individual board members.
- ❖ Keep the Board fully informed on the status of the Association and the important factors influencing it.
- ❖ Work with the Board President to maintain a positive and productive culture on the Board.
- ❖ With the Board President, focuses Board attention on short and long-range strategic issues.
- ❖ Assist the Board President and committee chairs with their duties including the development of agendas, resolving issues, and anticipating issues that may arise. Facilitate discussion and deliberation.
- ❖ Perform other duties as necessary to fulfill the responsibilities of this position and as directed by the AECA Executive Board of Directors.

Association Management:

- ❖ Ensure that the Association serves the needs and interests of the AECA membership pursuant to the mission statement and the association's bylaws and as directed by the board and its president.
- ❖ Ensure that programs, activities, and services of the Association directly benefit the members and their professional well-being.
- ❖ Provide leadership and vision for the association and T.E.A.C.H. Early Childhood® Arkansas.
- ❖ Implement the goals and objectives outlined in the T.E.A.C.H. program contracts and Scope of Services.
- ❖ Serve as a resource for all statewide partners and the field on T.E.A.C.H. program issues such as education, compensation and retention of the early care and education workforce, and provide linkages for the program to regional and national organizations.
- ❖ Provide data/reports to appropriate stakeholders and supervise the data entry as necessary.
- ❖ Maintain confidentiality of information on T.E.A.C.H. Early Childhood® Arkansas scholarship participants (individuals and organizations), AECA staff and board members.
- ❖ Attend AECA board meetings, committee meetings, the annual conference, and other meetings as required.
- ❖ Assist conference chair(s) with any duties pertaining to annual conference pre and post.
- ❖ Responsible for hiring and retaining competent, qualified staff.

Financial Performance, Viability, and Record Keeping:

- ❖ Responsible for fundraising and developing other resources necessary to support the mission of both organizations.
- ❖ Establish employment and administrative policies and procedures for all functions and the day-to-day operations.
- ❖ Maintain all components and reporting requirements of T.E.A.C.H. license, including full compliance with the requirements of the license, self-study, and the T.E.A.C.H. Technical Assistance Center.
- ❖ Approve T.E.A.C.H. scholarship applications.
- ❖ Process check requests and invoices for both organizations.
- ❖ Review and approve contracts for services.
- ❖ Responsible for financial integrity to include:
 - Submission to the Board a proposed annual budget and monthly financial statement, which reflects the financial status of the organization.
 - Fiscal management that operates within the approved budget, ensures maximum resource utilization and maintenance of the organization in a positive financial position which will include projections of spending.
 - Provides written and oral financial reports as required by the association, funders and the national T.E.A.C.H. office.

Outreach & Relationships:

- ❖ Initiates, develops, and maintains cooperative and productive relationships with key constituencies and stakeholders.
- ❖ Identify and engage with other stakeholders as necessary to build relationships which are congruent with the mission and vision of both organizations.
- ❖ Responsible for the enhancement of both organizations' image of being active and visible in the community and by working closely with other professional, civic and private organizations in a mutually beneficial way.
- ❖ Serve as the primary spokesperson to the organizations' constituents, the media and the general public.
- ❖ Seeks input to improve services and overall organizational effectiveness.
- ❖ Maintains association website and social media accounts.
- ❖ Promote the organizations to potential members, scholars, partners and funders.
- ❖ Develop and maintain all program marketing materials.

- ❖ Work with the T.E.A.C.H. Advisory Panel to develop policy and plan future growth.

Advocacy:

- ❖ Stay informed of state and federal policies that affect the early care and education workforce and the families of young children in Arkansas.
- ❖ Work with the board, related sub-committees, Advisory Panel, and partners to determine and carry out an annual public policy agenda.
- ❖ Actively pursue partnerships, resources, and relationships that support the Association's policy agenda.

Compensation: \$51,000-\$57,000 plus benefits (Salary will be commensurate with qualifications and experience.)

Application deadline: May 7, 2021

Position start date: Flexible

Application:

Send resume to Gregg Cooper at gcooper@nea.k12.ar.us.

The Arkansas Early Childhood Association is a 501(c)(3) non-profit organization comprised of early childhood professionals and parents who share a common concern about the well-being of young children and their families. In conjunction with its affiliation with the Southern Early Childhood Association (SECA), a 13 state regional organization, our goal is to: expand professional growth opportunities, produce beneficial publications, and support public policy issues for southern children. More than 1,500 early childhood educators, professionals, and suppliers of children's services belong to AECA.

Arkansas Early Childhood Association is an equal opportunity employer.