

JOB DESCRIPTION: EXECUTIVE DIRECTOR
NEW HAMPSHIRE ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN (NHAEYC)

Term of Office

This position is a half-time (20 hours/week) paid position and the term of employment is dependent upon the needs of the organization.

Overview

The Executive Director serves as the public face of NHAEYC, working to promote the organization's mission to support and advance the professional development of affiliate members, while actively advocating for statewide public policy that supports quality early care and education for the children of New Hampshire. The Executive Director is responsible for the ongoing operation of NHAEYC within the framework of the organization's strategic plan, working to achieve the goals, policies, procedures, and priorities set in collaboration with the Governing Board. The Executive Director also provides operational and administrative support for the organization.

Responsibilities

Strategic plan:

- Serves on the Organizational Development committee helping to identify the strengths and weaknesses in the five key areas of the organization as defined by the National AEYC (NAEYC) - business practices, organizational development, Governing Board, membership, and programs & services.
- Works directly on strategic plan identified year-one and year-three goals in accordance with NAEYC guidelines and requirements.

Membership:

- Works to define and articulate the value of membership to potential and current affiliate members, growing and grooming a member base to represent the diversity of early childhood education (ECE) professionals across New Hampshire.
- Collaborates with the Governing Board's nominating committee to identify and recruit new board members and to create volunteer opportunities to foster engagement from constituent groups and affiliate members.
- Distributes membership materials at ECE meetings and other related events.

Public Policy/Information

- Attends pertinent state public policy and other ECE advocacy groups meetings.
- Collaborates with the Governing Board's Public Policy Chair and provides backup attendance when necessary.
- Provides accurate organizational, membership, and upcoming events information related to NHAEYC and its efforts.
- Responds to all telephone and email contacts to NHAEYC in a timely manner, skillfully redirecting inquiries with referrals to appropriate resources and/or committees.
- Collaborates with the Governing Board's Marketing and Public Relations Chair to create and implement annual goals and strategic plans as identified by national guidelines.

NAEYC affiliate relations:

- Writes and submits reports to NAEYC as needed or as directed by the Executive Board

- Attends monthly leadership calls and provides pertinent information to the Executive Board

NHAEYC office and resources:

- Maintains the central office (in Concord), including current files and archived records, board member and board meeting information, NHAEYC correspondence, and records of all relevant organization activities.
- Maintains NHAEYC publications and material assets, including the organization's laptop computer and all other office resources.
- Conducts a regular backup of all electronic documents.
- Types, reproduces (as needed), and distributes all materials needed by the Governing Board.
- Supports the Governing Board's Recording Secretary by reading draft documents and copyediting as appropriate.
- Updates and revises NHAEYC forms and documents as required.
- Emails and/or calls Board members to coordinate meetings, agenda items, and materials for distribution.

Financial:

- Works with the Governing Board's Treasurer to provide accurate monthly financial information, or additionally as needed.
- Makes recommendations to the Executive Board regarding budgetary issues.
- Oversees all accounts payable and receivable.
- Coordinates with the Governing Board's Scholarship Chair, Credential Incentive Program Coordinator, and Treasurer to disburse related funds.
- Keeps official records for the Gwen and Henry Morgan Award Initiative with the Governing Board's Past President
- Works with Treasurer and CPA to file tax documents, non-profit forms, bulk mailing permits, and other forms as needed.
- Submits payroll to third-party payroll vendor, maintains electronic and paper copies of all pertinent financial documents and records.

Fund Development:

- Researches grant opportunities to support activities that carry out the mission of the organization and its services to affiliate members and the governing board.

Conferences & Events:

- Assists conference coordinators as needed to support budget, database of vendors and presenters, and brochure development and distribution.
- Assists with professional development activities as needed.
- Assists President and others with the planning of annual new member orientations and annual retreats.

General:

- Serves as ex-officio for NAEYC Governing Board and committees.
- Regularly attends monthly Governing Board meetings.
- Keeps Executive Board apprised of all vital information.
- Follows NHAEYC policies and procedures as outlined in bylaws and manuals.

- Collaborates with other organizations to maximize the effectiveness of resources, trainings, and activities.
- Submits reports to Executive board on a timely basis.
- Perform all other duties as assigned by the NHAEYC Governing Board.

Qualifications:

- A commitment to NHAEYC, its mission, values, and vision
- A solid understanding of and experience with collaborative relationships among non-profit organizations, and an ability to foster those interconnections
- Strong computer skills are required, including proficiency with MS Office, QuickBooks, and social media tools
- Demonstrated organizational and project and/or event management skills
- Strong critical thinking, communication, and writing skills
- An ability to maintain an active office
- Firm understanding of financial accountability
- Knowledge of the New Hampshire early care and education community preferred
- A basic understanding of the legislative process and related public policy issues; experience working with legislators is highly desirable
- College degree in related field preferred

Compensation:

This is a halftime, 20-hour/week position with negotiable flexibility around scheduling, and long-term potential for growth into a full-time position. The salary is \$18-22k depending upon experience. NHAEYC regrets that we are unable to offer benefits with the position at this time.

To Apply:

Please send your resume and cover letter to NHAEYC_EDSearch@jameswoodardconsulting.com. Electronic submissions only. Please apply by Friday, January 20th.