



Executive Director Child Care Aware® of Kansas

The Opportunity

Child Care Aware® of Kansas seeks a proven leader with a background in nonprofit management, early childhood education or advocacy to serve as the agency's next Executive Director. This position, based in Salina, Kansas, leads a 30-year-old statewide agency with a mission to *ensure that high quality early education is available to all Kansas families and children.*

Ideal candidates will be individuals from a broad range of backgrounds but experienced in leading in a collaborative, partner-based setting to provide local access to programs and services that meet the needs of working parents and caregivers. S/he will effectively leverage the resources of more than 4,300 center- and home-based providers serving the needs of more than 154,000 children ages 6 and younger across 105 counties. The new Executive Director will be a passionate advocate for quality early education and care and will lead strategic direction, programs, advocacy and resource development for a \$2.9 million statewide service agency with a staff of 24.

Accountabilities

Reporting to an 18-member statewide Board of Directors, the Executive Director is the key management leader of Child Care Aware® of Kansas. S/he is responsible for providing strategic leadership for the organization by working with the Board to establish long-range goals, strategies, plans and policies; fostering a success-oriented, accountable environment within the organization; driving the organization to achieve goals and objectives; and spearheading the development, communication and implementation of effective growth strategies and processes. The Executive Director position requires:

Board Governance

Supports the work of the Board of Directors in establishing the organizational Strategic Plan, policies and procedures.

- Leads Child Care Aware® of Kansas in a manner that supports and guides the organization's mission as defined by the Board of Directors
- Communicates effectively with the Board and provides, in a timely and accurate manner, all information necessary for the Board to function properly and make informed decisions

Organization Mission and Strategy

Provides leadership and management to ensure that the mission and core values of the organization are put into practice.

- Shares in knowledge dissemination, reporting and communications
- Establishes and maintains relationships with individuals and organizations, including the regional Child Care Resource and Referral Agencies as our implementation partners, which can provide information and insight to the development of both long and short term strategic goals
- Engages in regular communication to oversee the work of the organization
- Leads, organizes or advises a variety of temporary and/or permanent committees to ensure the strength of the organization
- Leads organization with vision and mission to envision, research, and create special projects
- Delegates and oversees project activities as needed to expand, improve and solidify activities of the organization.

Financial Performance and Viability

Oversees budget analysis and completes financial review to ensure success of organization.

- Identifies, defines and acquires funding resources available to the organization.
- Optimizes the handling of bank and deposit relationships and initiates appropriate strategies to enhance financial stability of organization.
- Designs and ensures implementation of a comprehensive fund development program and appropriate marketing strategies.
- Works collaboratively with staff members to identify avenues of economic support for programs/projects.
- Aggressively seeks new corporate/foundation funding sources and maintains relationships with current/past donors.

- Represents organization in meetings with current and potential funders to stay current on trends and events.

Fundraising and Communication

Garners new opportunities, promotes and cultivates relationships with current and potential funders.

- Plans, develops, and maintains a comprehensive fund development program on behalf of the organization and to enhance the mission and vision established by the Board of Directors.
- Ensures that a strategic, multi-faceted communications program is created to strengthen the organization's role and reputation as a leader in the early childhood field.
- Responds to media requests for information and completes media interviews as needed.

Reputation and Credibility

Serves as the public representative and voice of the organization and establishes credibility throughout the organization as an effective developer of solutions to business challenges.

- Ensures regular annual publications are on track and high-quality.
- Creates, facilitates and conducts presentations to a variety of individuals necessary to promote and inform others about the work of Child Care Aware® of Kansas
- Serves on state level and/or national committees
- Creates, facilitates and conducts presentations to a variety of individuals necessary to promote and inform others about the work of Child Care Aware® of Kansas

Participates in a variety of professional development events in order to stay current with early childhood research, trends and best practice

- Uses knowledge and skills gained through professional development to expand and/or enhance services provided by Child Care Aware® of Kansas

Education and Experience

Bachelor's Degree in Early Childhood/Child Development, education, business, management, administration or a related field with 10 years' senior level nonprofit organization experience. Master's Degree preferred.

- Experience leading in a nonprofit environment.

- Proven track record of success in a leadership position overseeing operations of an organization or program with exposure to foundations, while maintaining solid relationships with staff, board, donors and community.
- An entrepreneurial spirit, preferably including experience developing and implementing public-private partnerships to achieve community-wide social and economic goals.
- Extensive experience in leading the process of ongoing strategic planning.
- Extensive experience in public speaking/public relations.
- Successful resource development, fundraising and philanthropy experience.
- Knowledge of accounting, budgeting, financial management and marketing.

Special Skills and Knowledge

- A passion for increasing the quality of care for children and their families
- Work well with the public and with a diverse client population
- Ability to work independently in a deadline-oriented environment
- Ability to complete projects in a timely manner and to multi-task
- A well-rounded communicator adept at promoting the organization and mission at events, in promotional materials, and on social media

Child Care Aware® of Kansas is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

To Apply

Inquiries and nominations welcome. Applicants should forward your materials to ExecutiveDirectorCCAKS@hcapsearch.com. Please include your resume, five professional references we may contact, and a cover letter addressing your interest and abilities in relation to the competencies and requirements outlined in the position announcement.

While the position will remain open until filled, priority will be given to applications received by **March 27**. Questions may be directed to:

Jennifer Furla
Partner/Search Consultant
HCapSearchNP
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816-591-5493

About Child Care Aware® of Kansas

First organized in 1990 as a network of childcare resource and referral agencies and celebrating 30 years of service in 2020, Child Care Aware® of Kansas is an IRS Section 501(c)(3) nonprofit corporation with a mission *to ensure that high quality early education is available to all Kansas families and children.* In carrying out its mission, Child Care Aware® of Kansas seeks to improve the quality of care and education through professional development, resources and technical assistance; to increase childcare options by building supply; to increase family awareness and employer engagement; and, through advocacy and public policy work, to address issues of quality, accessibility and affordability of early care and education.

Since its founding as the Kansas Association of Child Care Resource and Referral Agencies, Child Care Aware® of Kansas has grown and rebranded and is now part of the ChildCare Aware of America network (formerly NACCRRA) serving families through four regions covering 150 counties, more than 4,300 center- and home-based providers, and serving the needs of more than 154,000 children ages 6 and younger. Three regional centers are operated on contract through ChildCare Aware of Eastern Kansas (Topeka), Child Start (Wichita) and The Family Conservancy (Kansas City, Kansas). Salina, which is home to the statewide office, also operates Region One, with service centers in Hays and Colby.