

## **Position Description**

### **Executive Director**

#### **Job Identification**

Job Title:	Executive Director
Status:	Exempt
Immediate Supervisor:	Board of Directors
Duration:	Full Time

#### **Our Purpose, Mission and Vision**

Purpose: Relationships in the earliest years matter and community systems are key to providing opportunities for all children

Mission: To positively impact child development by nurturing healthy and responsive relationships during the critical early years

Vision: We envision a society in which all families are engaged in trustworthy relationships to ensure child well-being and positive outcomes for families

#### **Job Summary**

The Executive Director, is responsible for leading and managing the organization's consistent achievement of its purpose, mission, vision and growth.

The Executive Director will:

- Assure that the organization has a strategic planning process which achieves its mission and toward which it makes consistent and timely progress
- Provide leadership in model and program development, organizational development, and financial plans with the Board of Directors and staff
- Oversee the implementation of all policies, procedures and plans authorized by the Board
- Oversee the maintenance of official records and documents, and ensure compliance with federal, state and local regulations
- Be knowledgeable concerning research, evidence-based and trends in the field of early childhood development and family engagement
- Pursue ongoing research as to Baby TALK's effectiveness so as to confirm Baby TALK's evidence of impact
- Champion young families and the Baby TALK model, approach and curriculum

## **Essential Functions**

### **Organizational Leadership and Management**

- Lead Baby TALK in a manner that supports and aligns with Baby TALK's mission, vision, purpose and core values
- Promote transparency, communication, mutual respect, trust-building and teamwork throughout the organization
- Work alongside the Board President to ensure active, engaged, and productive Board functions
- Ensure the timely and accurate provision of information to the Board regarding the overall organization, to ensure proper functionality of the board in order to make informed and timely decisions
- Work alongside the Board of Directors to establish the organization's Strategic Plan and successfully facilitates its timely completion.
- Lead, manage and provide accountability to the leadership team of department Directors to include Operations, Programming, Learning Institute, and Development and Communications
- Oversee compliance with all funder requirements, licensing agents, and business laws and practices
- Oversee agency policies and procedures are regularly reviewed and updated to reflect current practices and activities of the organization
- Participate in direct reflective supervision and provides reflective supervision to department Directors
- Ensure the provision of fair and equitable practices for employees and families
- Ensure local programs and community systems are effectively managed to provide quality and impactful services to the Decatur area
- Identify potential risks and opportunities for Baby TALK, Inc.

### **Fiscal**

- Maintain the fiscal integrity of Baby TALK Inc. to include submission to the Board of a proposed annual budget to reflect the financial condition of the organization.
- Oversee the fiscal management of Baby TALK Inc. with the expectation of operating within the approved organizational budget and funder guidelines.
- Ensure transparent, timely and regular fiscal communications with the Board of Directors and Finance Committee
- Secure revenue, alongside the Director of Development and Communications for all Baby TALK functions and departments:
  - Ensure high quality, relationship-based, strengths focused Baby TALK programming in the Decatur, Illinois area
  - Ensure long-term financial stability of the organization through the growth of the Endowment Fund
  - Provide for costs associated with the growth and expansion of the Baby TALK Model
- Responsible for developing and maintaining sound financial practices



- Jointly, with the officers of the Board, conduct Baby TALK's official correspondence and execute legal documents

## **Communications**

- Advocate across the community, state and nation for the Baby TALK Family Engagement Model, its programs, culture, and approach to agencies, organizations, systems, and the general public
- Establish collaborations and inclusion within systems, and with other groups and organizations
- Promote the Baby TALK Model through writing, speaking, and dissemination of Baby TALK's model, approach, curriculum, programs and goals
- Keep the Board fully informed as to Baby TALK's condition and as to important factors influencing it
- Build relationships with and maintains open communication with legislators and national organizations.
- Communicate model outcomes and impacts with stakeholders, Board of Directors and in community, state and national platforms
- Develop and foster communication with current and potential donors

## **Model Growth and Development**

- Ensure the mission of Baby TALK is fulfilled through provision of the evidence-based and researched informed model, curriculum and approach
- Stay current on industry standards and innovative practices; implements evidence-based and research-informed best practices
- Promote the growth of the Baby TALK model through actively representing Baby TALK and engaging with state and national entities and systems
- Facilitate the ongoing research and evidence-base of the Baby TALK model through the research projects, articles, policy briefs and inclusion in stakeholder websites

## **Education and Job Qualifications**

**Education:** Bachelor's Degree required in a relevant area

**Experience:** 5 years or more experience and success in upper management and leadership

**Knowledge:**

- Understanding of the majority of the following areas: Early Childhood Development and Education, Human Services, Mental Health, and Wellness within the context of family engagement and community systems.
- Knowledge of organizational development and dynamics
- Knowledge of non-profit leadership, management
- Knowledge of non-profit revenue streams and reporting requirements
- Experience in Strategic Plan creation and implementation



- Knowledge of the financial management of a non-profit organization

**Skills**

- Exemplary interpersonal communication and relationship building skills
- Strong collaborative and team-building skills
- Deep-seated desire to learn and grow as an individual
- Excellent public, written and verbal communications skills
- Strong administrative, management, leadership and accountability skills
- Ability to attract and develop internal leadership and talent with alignment to the Baby TALK culture
- Ability to listen
- Strong political knowledge and advocacy skills
- Visionary to put the mission into a long-term view
- Strong reflective capacity

**Other Job Requirements**

Unwavering commitment to Baby TALK's Purpose, Mission, Vision and Core Values

**Accountability**

The Executive Director is directly accountable to the Baby TALK Board of Directors. The Baby TALK Board of Directors evaluates the Executive Director twice a year and more frequently if needed. Reflective supervision is provided by the Executive Director on a regular basis. The Executive Director is evaluated based on the responsibilities described in this Position Description.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Board President \_\_\_\_\_ Date \_\_\_\_\_