

The Board of Directors of the Lois Bronz Children's Center ("LBCC") is seeking a dynamic, visionary leader to be its new Director. The ideal candidate will be driven by the organization's mission, and have exceptional business, organizational and community relationship skills, excellent oral and written skills and be experienced in grant writing and fundraising. A least five years' experience in a management or education related field is very desirable.

**Reports To:** Board President

**Basic Function:** The Director is responsible for managing the day-to-day operations of a children's center, as described but not limited to those functions listed below. The Director will also be instrumental in setting strategic priorities and creating a sustainable infrastructure for a dynamic, non-profit organization. Ultimately, the Director makes sure that the agency stays true to its mission.

### Primary Responsibilities

#### Organization Management Responsibilities

1. Oversee recruiting, training, development, evaluation, management, retention and termination of all personnel.
2. Ensure the creation and/or adherence to systems, policies and procedures as approved by the board.
3. Design resources plan (paid, volunteer, mechanical) to best support the center's mission and goals.
4. Manage risk, perform due diligence, ensure insurance and other operational best practices.
5. Ensure that the organization is in compliance with all laws and guidelines governing nonprofit organizations and educational institutions.
6. Draft policies and procedures for the center that help ensure continued compliance with regulations.
7. Ensure that accurate records are kept on both staff members and students.
8. Work with board to develop annual goals and objectives related to strategic plan and recommend annual budget for board approval.

#### Revenue: in coordination with the Board and appropriate committees and chairs

1. Identify and research revenue-generating sources, establish strategies to approach federal, state and local authority funders, as well as foundations and submit proposals.
2. Initiate and supervise fundraising efforts including sponsorship, solicitations, donations, (cash and in-kind) from individuals, corporations, etc.

3. Develop, build, manage and track community support through fundraising and community events.
4. Ensure appropriate fundraising records and documentation back up.
5. Develop collaborative projects/partnerships with other community providers and funders.
6. In conjunction with the Development Committee, oversee all aspects of annual fundraising event(s) with overall responsibility for staff and volunteers. Applicant should have previous experience in planning, organizing and implementing as well as facilitating all aspects of major fundraising events.

**Finance: in coordination with the Treasurer, finance staff and appropriate committees and chairs**

1. Oversee development and integration of effective systems and procedures to manage annual budget.
2. Manage finance staff to ensure proper record keeping and tracking.
3. Review financial aspect of grants program and oversee policy compliance.
4. Review and report, with the Treasurer, to the Board on a regular basis on all financial activities.
5. Review analysis of activities (income and expense) to discern trends, and areas in need of improvement.

**Parent Relations: in coordination with Education Coordinator and finance staff**

1. Be a strong point of contact with parents and conduct tours and be prepared to conduct introductory visits with parents of prospective students
2. Ensure that parents receive communication about their child's progress as well as any significant behavioral issues
3. Ensure that parents receive timely notice regarding any billing issues.

**Public relations: in coordination with appropriate staff, committees and chairs**

1. Serve as primary spokesperson, assuring that LBCC consistently presents a strong, positive image and brand to all stakeholders.
2. Ensure that all of the organization's external communications (brochures, newsletters, website, press releases, etc.) are well branded, designed, produced and distributed effectively.
3. Develop annual communications plan which includes media prep for key volunteers.
4. Develop media relations plan and work to identify appropriate opportunities.

## **Other**

1. Board of Directors – participate in and support board and committee meetings; partner to accomplish goals and objectives; assist board with ongoing evaluation of program effectiveness.
2. Coordinate interactions between union, appropriate board members and attorneys

## **Position Qualifications**

Minimum requirement of a Masters level degree in a related field and at least 5-10 years' work experience managing a budget of at least \$4M annually; as well as programming, volunteer management, fundraising, and communication skills; and labor relations experience.

Candidate will also possess:

- Dedication to LBCC's mission
- Ability to be strategic while managing day to day operations
- Enthusiasm and management style that includes team-building and collaboration
- Excellent communication skills, including written, verbal and presentation skills
- Experience working with program volunteers and a board of directors
- Interpersonal skills and ability to work well with a diverse population
- A high degree of integrity that garners the trust and respect of others
- A record of planning and supporting growth
- Demonstrated understanding of the organizational aspects of non-profit groups
- A professional nature able to meet deadlines as well as quickly establishing priorities
- Organizational skills with thoroughness, timeliness, and detail when working under pressure
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)

Additional consideration will be given to candidates with strong understanding of LBCC's mission; to candidates with a Master's Degree in Education or equivalent work-related experience and labor relations experience. Direct exposure to volunteer-driven organizations is a plus.

- Some night and weekend work.
- Position will be based in Westchester County

If interested, please send resume/CV and a cover letter to [llewis@lbcc4kids.org](mailto:llewis@lbcc4kids.org)