

WEST VIRGINIA CHILD CARE ASSOCIATION

Position Description

Job Title: Executive Director
FLSA Status: Full-time, Salaried Non-exempt
Reports To: Executive Committee
Location: Charleston, WV
Salary: \$60,000

Summary of Job Function: The Executive Director is responsible for coordinating all activities of the WVCCA, including implementation of the WVCCA strategic plan, day to day operations and outreach in order to ensure realization of the mission to improve the quality of life for children, youth, and families served by Association member agencies thru their contracts with the Department of Human Services in West Virginia. Some travel and evening work may be required to accommodate WVCCA activities and assignments.

Qualifications: To be successful in this position, an individual must be able to perform each essential function satisfactorily. The requirements listed below represent the knowledge, skill, and experience required for this position. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions of the position.

1. Education/Certification/License Required

- a. Master's Degree preferred with knowledge of progressive experience in management/administration position(s).
- b. Driver's license and reliable transportation required.

2. Knowledge, Skills and Abilities Required

- a. Should possess working knowledge/experience in services to children, youth, and families; West Virginia State government at legislative and executive levels; West Virginia Department of Human Services; and public relations/marketing.
- b. Ability to communicate effectively, including written and verbal communication
- c. Ability to work with multiple individuals from diverse organizations and the community, promoting positive working relationships and facilitating resolution of issues/concerns
- d. Ability to work independently with minimal supervision
- e. Ability to present oneself in a professional manner at all times.
- f. Ability to multi-task and work well under pressure
- g. Ability to perform public speaking
- h. Knowledge of best practice models for work with children and families
- i. Knowledge of budgetary development and monitoring
- j. Ability to use variety of computer applications.

Essential Functions:

1. Association Management
 - a. Ensure that both short and long-term financial plans are fully maintained through the judicious dispensation of funds; proper collection of dues, etc. and solicitation of grants and other potential sources of funds. Accurate maintenance of all financial bookkeeping/records.

- b. Act as manager of any office established by the Association, including the employment, supervision, development, and evaluation of any staff, answering phones, processing of mail, distribution of minutes and reports, etc.
- c. Prepare for and attend all Association meetings, committee meetings as necessary, and the annual business meeting. Report regularly on activities and finances to assure operation within Association guidelines.
- d. Prepares and maintains all Association reports, including By-laws, Strategic Plan, policies/procedures, meeting agendas and minutes, and all other written materials used in the operation of the Association.
- e. Work with the Association to develop a comprehensive strategic plan and facilitate the implementation, regular monitoring, and updating of said plan.
- f. Offer observations, suggestions, and assistance to strengthen and enhance the overall functioning and effectiveness of the Association.
- g. Ensure that all activities of the Association office and any staff operate within the policy guidelines and procedures set forth by the Association.
- h. Promote membership in the Association in keeping with those guidelines set forth by the By-Laws.
- i. Facilitate the work of all committees by providing the information and support necessary to accomplish the various committed objectives.
- j. Provide periodic, objective evaluation of committee effectiveness, and make recommendations for enhancement.
- k. Facilitate membership requests for technical assistance.
- l. Maintain and member troubleshoot the online learning portal – SmarterU – to ensure its effectiveness and proper use for Association members.
- m. Connect and participate regularly with the National Association for State Associations for Children (NOSAC) and/or Association of Children’s Residential & Community Services (ACRC) for federal level advocacy, sharing and partnerships.

2. Outreach/Marketing

- a. Develop printed brochures, white papers, etc. that describe the WVCCA, provide information about key issues, etc.
- b. Keep attuned to legislative, state/federal government activities and societal trends; seeking opportunities for input consistent with promoting the mission and interests of the Association.
- c. Ensure that the mission of the Association is clearly articulated to all stakeholders.
- d. Attend local, regional, state meetings to provide information and communicate back to the membership.
- e. Represent the WVCCA on workgroups and committees and other public forums.
- f. Ensure that the mission, activities and positions of the Association are effectively and accurately communicated to various publics; i.e., general public, media, public officials, provider communities.
- g. Research and recommend strategies to enhance the Association’s market position in the human service field.
- h. Seek to establish and maintain progressive relationships with important publics; i.e., WVDOHS leadership, Governor’s office, legislators, etc.
- i. Work to promote membership among eligible agencies.
- j. All other duties as assigned.