

Executive Director Job Announcement – Spring 2017

The Iowa Association for the Education of Young Children has a vision that all young children thrive and learn in a society dedicated to ensuring they reach their full potential. With such vision, the Iowa AEYC values early childhood as a distinct and specialized time in human development as well as the role of a strong, caring community to nurture children and families. In order to accomplish its vision, the Iowa AEYC is seeking an experienced, results-oriented Executive Director to lead the nonprofit organization in its mission to promote high-quality early learning for all children, birth through age 8, by connecting practice, policy, and research. Iowa AEYC advances a diverse, dynamic early childhood profession and supports all who care for, educate, and work on behalf of young children.

Reporting to a Board of Directors, the Executive Director executes the organization's vision, provides leadership to the organization, assures its overall program effectiveness, ensures the acquisition of sufficient resources, protects and projects a positive statewide and national public presence, understands the political environment, and has an extensive knowledge of early childhood education and advocacy best practices.

The Executive Director position offers a competitive salary commensurate with qualifications, as well as a full benefit package.

The Successful Candidate has:

- A commitment to our organization's vision, mission, development and implementation of the strategic plans.
- A background in early childhood education, childcare workforce development, postsecondary education, public agency administration, or similar field.
- Ability to raise funds from diversified funding sources, oversee the organization's financial management, and develop and use financial plans, budgets, and monitoring tools.
- Effective leadership in terms of collaborating with external partners and stakeholders.
- Proven experience with entrepreneurial activities that maximize growth and identifies opportunities.
- Background and experience with advocacy for those in early care and education who may have no opportunity to advocate for themselves.
- Ability to guide the development of overall organization structure, work processes, and quality controls.
- Ability to recruit, select, develop, mentor, retain and supervise a staff team within a collegial work environment.

Minimum Qualifications

- At least five years leadership-level experience preferred with a nonprofit or educational entity. Experience must include oversight of programs, supervision of staff, nonprofit fiscal management, fund development, marketing activities, budgeting, and direct work with a board of directors
- Member of the National Association for the Education of Young Children (*preferred*)
- Master's Degree or equivalent in early childhood education, non-profit management, educational leadership or related field
- Excellent verbal and written communication skills
- Position will be filled in the spring of 2017

To Apply: Submit application packet to Dr. Brian Kingrey, Governing Board President, c/o Iowa AEYC, 5525 Meredith Drive Suite F, Des Moines, Iowa 50310. Application packets must be postmarked by April 7, 2017, 5:00 p.m. CDT. Please direct questions regarding the application process to Dr. Brian Kingrey at search@iowaaeyc.org

The following should be included in your application packet. Those packets without specific items listed will not be reviewed.

- 1) Cover letter that describes how your experiences exemplify each of the eight characteristics of the *Successful Candidate* as listed above.
- 2) Resume
 - a. Education and Work Experience
 - b. References (3)
 - i. Contact Information
 - ii. Letter of Recommendation (3) from References listed