



Oklahoma Child Care
RESOURCE & REFERRAL ASSOCIATION, INC.

Job Description

POSITION: Executive Director

REPORTS TO: Board of Directors

POSITION OBJECTIVE: The Executive Director is responsible for the overall administration and management of the Oklahoma Child Care Resource and Referral Association. This includes oversight of all programs, staff activities, business operations, fund raising and public relations needed to accomplish the goals of the Association. This is a full-time position, located in Oklahoma City, OK.

The Oklahoma Child Care Resource and Referral Association (OCCRRA) is a 501 (c) (3) nonprofit organization which serves as the managing hub of a statewide network of 8 resource and referral agencies. The network serves all 77 counties in the state of Oklahoma. The Association works with local CCR&Rs in the network to ensure a high quality of service delivery and accountability. It forms partnerships with government officials, parents, business leaders, child care providers and community leaders to improve the availability, accessibility, and affordability of high quality child care for all families in Oklahoma.

RESPONSIBILITIES:

Administration

Fiscal Management

- Develop, recommend to the board of directors for approval and monitor the organization's annual budget, contract and project budgets
- Ensure that the Association has policies and procedures that comply with Generally Accepted Accounting Practices including an annual independent audit free of material weaknesses
- Submit quarterly financial statements to the board of directors
- Ensure that reports required by regulatory entities, contracts, grants or other program funding sources are filed in an accurate and timely manner.

Fund Raising

- Partner with the board of directors to raise adequate funds for the on-going operation and long term financial health of the Association
- Take the lead on development planning
- Implement and monitor fund raising activities such as preparation and submission of grant applications and proposals

Personnel Management

- Administer board approved personnel policies in accordance with the Association's philosophy of work/family balance
- Recruit, hire, supervise and retain qualified staff to effectively carry out the mission and goals of the association
- Evaluate employees and oversee any disciplinary actions

Governance

- Engage the board in an active planning process including organization goals and objectives consistent with the mission and vision of the Association
- Assist the board in developing policies and procedures which govern the Association
- Assist the board chair in planning the agenda and materials for board meetings
- Facilitate the orientation of new board members

Program Management

Network Services

- Coordinate development of best practices and standards for CCR&R service delivery
- Contract with 8 regional CCR&R agencies to serve families in all 77 Oklahoma Counties
- Ensure that the effectiveness of the Association and its regional CCR&R agencies is measured by a system of monitoring and evaluation
- Oversee delivery by the Association of accessible, high-quality training and technical support to regional CCR&R agencies
- Advocate on behalf of the CCR&R system to ensure its adequate funding

Stakeholder Relationships

- Establish collaborative, supportive relationships with regional CCR&R agencies and other stakeholders
- Serve as the Association's chief liaison with DHS and other funding sources
- Represent the association with early childhood groups, advocacy organizations, policymakers, and the public

Data Analysis and Reporting

- Insure accurate, uniform, statewide data collection, analysis and reporting by the network
- Promote the use of standardized data fields and terminology throughout the network
- Use data to influence public policy and planning for child care

Public Policy

- Develop and promote a public policy agenda that supports quality initiatives and funding for child care at national, state and local levels
- Produce and share data-driven public policy reports, such as the Oklahoma Portfolio, with decision makers
- Support local CCR&R activities to inform and engage families, providers and communities

Child Care Systems Building

- Promote the development of systems that offer an adequate supply of high quality, affordable and accessible child care and early education
- Support and implement training and technical assistance services to child care providers that improve the quality of care
- Convene or participate in activities and with groups that address service gaps, service integration, weakness, public policy and funding concerns for the child care system

Public Awareness

- Facilitate marketing and outreach activities so that the public is informed about CCR&R functions, its services and child care issues
- Coordinate representation of the Association to legislative bodies, the news media and other groups as appropriate

Other Duties

- Performs a variety of other related duties as required

QUALIFICATIONS:**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Successful, proactive leader
- Strong management, financial, fundraising and supervisory skills
- Ability to learn quickly, analyze problems and seek out new opportunities
- Effective communicator and good listener with excellent oral and written skills
- Ability to establish collaborative relationships and work supportively with diverse stakeholders to achieve common goals and objectives
- Understanding of child care and early education issues and commitment to the goals, objectives and practice of child care resource and referral agencies
- Working knowledge of non-profit agencies, boards, and government contracts

EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited university in Public Administration, Business Administration, Early Childhood Education, Social Work, Psychology or a related field. Masters degree preferred
- Five years of professional experience in private or non-profit administration, government, child care resource and referral and/or child care and education

PHYSICAL REQUIREMENTS:

- Drive a car
- Communicate over the telephone and to large groups
- Must be able to travel statewide and to out of state conferences/meetings

SPECIAL JOB DIMENSIONS:

- Schedule must be flexible, as occasional meetings and special events will be in evenings or on weekends

COMPENSATION:

- Salary commensurate with qualifications and experience
- Possible annual bonus based on performance
- Benefits: paid medical, dental, vision and life insurance, personal time off, employer contribution to Simple IRA retirement plan

Major funding for the Oklahoma Child Care Resource and Referral Association is provided by Child Care and Development Block Grant dollars distributed by competitive bid through the Oklahoma Department of Human Services and sub-contracted by the Association to local CCR&R agencies. Additional funding comes from donations, grants and service fees.