



The vision of BY5 is to revitalize our community so it can thrive long term. Our mission is to transform our community by connecting kindergarten readiness to economic success. This is designed to have long term positive impact on economic success of our community.

- Position Title:** **Executive Director of the Delaware County BY5 Early Childhood Initiative, Inc.**
- Employed by:** Delaware County BY5 Early Childhood Initiative, Inc.
- Responsible to:** Board of Directors of the Delaware County BY5 Early Childhood Initiative, Inc. and President of The Community Foundation of Muncie and Delaware County, Inc.
- Status:** Full-time; Exempt
- Purpose:** Develop and implement goals, objectives, policies and Procedures, and action steps that will define the Delaware County BY5 Early Childhood Initiative, Inc.
- Terms of Employment:** This is a one year contract that is renewable on an annual basis.

## **I. Qualifications**

### **A. Education & Experience**

- Preferred: Master's Degree in a related field with 5+ years of supervisory, leadership and administrative experience in an early childhood education setting or in a community-based Early Childhood Education Initiative.
- Minimum: Bachelor's degree with experience in community-based projects.

### **B. Job Requirements**

- Self-starter with exceptional organizational skills.
- Excellent interpersonal relationships and written and verbal communication skills.
- Background in marketing strategies.

- Ability to multitask and maintain a flexible schedule.
- Ability to build professional relationships in the community and with participating partners.
- Ability to interpret data that can be communicated to the community in a meaningful way.
- Demonstrated skills in data collection and analysis, project planning and evaluation.
- Proficiency with technological skills and software.
- Ability to work with diverse groups.
- Ability to maintain confidentiality in all aspects of the job.
- Dedicated work ethic.
- Professional demeanor.

## **II. General Duties and Responsibilities**

1. Lead development of initiative designed to achieve mission of the BY5 Early Childhood Initiative, Inc. and monitor effectiveness of results.
2. Provide leadership in developing partnerships with various agencies necessary for BY5 to be successful.
3. Provide supervision of staff and volunteers engaged in the BY5.
4. Develop and monitor budgetary requirements associated with BY5.
5. Participate in the process for fund raising and grant writing that will advance BY5.
6. Provide leadership in the development of professional development goals for the staff, volunteers and program leaders.
7. Participate in program meetings and individual professional development opportunities that will broaden skills, knowledge, and coordination of services. Attend state, regional, and national opportunities.
8. Provide records and reports to meet the requirements of funding sources and to monitor the achievements of that component.
9. Develop a close working relationship with BY5 evaluators in order to provide leadership in the evaluation process of the BY5.
10. Take leadership in developing reports, presentations and data interpretation for the Board and for the greater public.
11. Coordinate and facilitate Board/Committee/Advisory Committee meetings when appropriate and as needed.
12. Responsible for overseeing purchasing, distribution, and allocation of resources pertaining to the services provided to children by the various program components.

### **III. Relationships**

- The Executive Director works closely with the BY5 Advisory Board and is directed by the Chairperson of the Board of Directors of the Delaware County BY5 Early Childhood Initiative, Inc. and the President of The Community Foundation of Muncie and Delaware County, Inc.

### **IV. Evaluation**

- At the end of the first 3 month period a written evaluation will be conducted by the Chairperson of the Board of Directors of the Delaware County BY5 Early Childhood Initiative, Inc. and the President of The Community Foundation of Muncie and Delaware County, Inc. Annual employee performance evaluations will be conducted on the timeline utilized by The Community Foundation of Muncie and Delaware County, Inc.
- Executive Director of the Delaware County BY5 Early Childhood Initiative, Inc. will conduct an annual evaluation of any staff hired and of programming launched to support the Delaware County BY5 Early Childhood Initiative, Inc.