







- Responsible for fiscal accounting to insure compliance with state and federal requirements under General Accepted Accounting Principles (GAAP)

### **DUTIES AND RESPONSIBILITIES CONTINUED:**

- Develops and implements health promotion programs as necessary. Coordinates coalition education programs and public information services.
- Facilitates and/or participates in community activities, promotes opportunities to market coalition programs, ascertains community needs and accomplishes goals and objectives **of the Coalitions three county service area.**
- Hires, supervises and terminates staff based on the job performance and personnel policies adopted by the coalition.
- Develops and operates within an annual budget; is responsible for prudent management of all funds and physical assets.
- Provides training and technical assistance to staff, Coalition membership, contracted providers, community partners, etc. on issues that promote the Coalition's mission and services.
- Performs related work as assigned by the Coalition Chair and the ~~Executive Committee~~ **full board.**

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to establish and maintain effective working relationships with Coalition membership, staff, funders, and the general public.
- Plans, coordinates and controls the daily operation of the organization through the organization's managers.
- Establishes current and long range goals, objectives, plans and policies, subject to Board approval.
- Knowledgeable of community organizations and capable of carrying out programs within the community structure.
- Ability to **listen** and communicate clearly and concisely, orally and written.
- Competent to represent the organization in a variety of public and professional forums.
- Demonstrates the ability to compile, organize, and analyze data related to early education, child care and school readiness indicators.
- Ability to reach consensus on complex issues. Self-directed, motivated, and ability to effectively manage in a multi-task environment.

### **QUALIFICATIONS:**

Minimum: Bachelor's degree in human services, early education, education, business or related field.

Preferred: Master's degree in human services, early education, education, business, or related field.

### **EXPERIENCE:**

Minimum: ~~Fifteen years~~ **M**management/leadership experience in human service, early education, or related field. **Demonstrated experience with a broad range of stakeholders in a multi-county environment. Knowledge and/or** ~~E~~**x**perience in fiscal management of non-profit institutions ~~supervision of staff,~~ and developing early education or related programs.

Preferred: Prior experience with direct board reporting relationship. Management of multi-million dollar non-profit organizations and public policy experience.

**SPECIFIC COMPETENCIES:**

Computer literacy in all currently used programs: Microsoft Office XP, Excel, Access, Statewide eligibility tracking systems, community-wide tracking databases.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; and effectively communicate and present information and respond to questions from groups of managers, clients and the general public.

**PHYSICAL ACTIVITY/WORKING CONDITIONS:**

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The noise level in the work environment is usually quiet.

The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

~~Job Description Revised: August 2004~~  
~~Job Description Revised: July 2005~~  
~~Job Description Revised: April 2006~~

Revised: 8/2004, 7/2005, 4/2006