

Open Arms Lutheran Child Development Center of Buckhead, Inc. Atlanta GA

Qualified and Interested Candidates: Please email resume to oapres@comcast.net
(no phone calls please)

Title: Executive Director (Job Description)

Reports to: Open Arms Board of Directors

SUMMARY OF FUNCTIONS

Purpose

The Executive Director (ED) shall:

- a. Implement the strategic goals and objectives of the Open Arms Child Development Center (OA).
- b. Be responsible for the day-to-day operations of OA and is charged with implementing policies and programs of OA.
- c. Partner with families to offer Christ-centered, academically excellent education and childcare programs in a safe secure, nurturing environment.
- d. Be a Christian by confession of faith and action through daily walk.

Board Administration and Support

- a. Ensures that the Open Arms Board is kept fully informed on the conditions and operations of OA, and on all important factors influencing them.
- b. Makes monthly written reports to and attends all meetings of the OA Board.
- c. Plans, formulates, and recommends for the approval of the Open Arms Board basic policies and programs that will further the objectives of OA.
- d. Executes all decisions of the Board except when other assignment is specifically made by the Board.
- e. Develops, for the purpose of day-to-day administration, specific policies, procedures, and programs to implement the general policies established by the Open Arms Board.
- f. Provides the necessary liaison and staff support to Board committee chairs and to committee members to enable them to properly perform their functions.
- g. Executes contracts, grants, and commitments authorized by the Open Arms Board, or by established policies.

Mission, Program and Service Delivery

- a. Plans, organizes, and directs programs and services; evaluates results and recommends policies, procedures, and action to achieve program goals.
- b. Gives guidance on matters of program, publications and budget.
- c. Establishes with the OA Board a sound organizational structure for OA's administrative operations.
- d. Directs and coordinates approved programs, projects, and major activities of the staff.
- e. Obtains maximum utilization of the staff by clearly defining duties, establishing performance standards and conducting performance reviews, and recommends competitive salary structure for OA Board approval.

Financial and Facilities Management

- a. Manages financial resources and seeks to maximize program and service effectiveness within budget constraints.
- b. Develops, recommends, and in cooperation with and approval by the Open Arms Board, operates within an annual budget.
- c. Ensures that all funds, physical assets, and other property of OA are appropriately safeguarded and administered through coordination with Lutheran Church of the Ascension (LCA) Properties Chair.
- d. Ensures that the building is well-maintained and clean, systems are in good working order, and that capital needs are addressed in a timely manner through coordination with LCA Properties Chair.

Human Resource Management

- a. Effectively manages the human resources of OA according to authorized personnel policies and procedures that fully conform to current laws and regulations (LCA, State of Georgia, Federal, NAEYC, et al).
- b. Oversees and is responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- c. In cooperation with the OA personnel committee, ensures that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- d. Encourages staff and volunteer development and education, and assists program staff in relating their specialized work to the total program of the organization.
- e. Maintains a climate which attracts, keeps, and motivates a diverse staff of top quality people.

Community and Public Relations

- a. Assures that OA's mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders.
- b. Plans, coordinates, and conducts marketing and public relations programs designed to create and maintain a favorable public image for OA in the Community and with LCA.
- c. Identifies the main constituent groups and determines the best way to communicate with each regarding OA.
- d. Develops and maintains brochures and advertizing to recruit families to OA.
- e. Plans and executes communications to OA parents, including the Web site, newsletters, progress reports, conferences, news releases, etc.
- f. Maintains effective relationships with other organizations, including LCA, other Open Arms locations, other Christian faith based organizations and educational institutions, in the best interests of OA and in conformity with the overall objectives of OA.
- g. Promotes active and broad participation by parents and LCA volunteers in all areas of OA's work.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to administer private, nonprofit service organizations, including an understanding of the legal responsibilities and constraints of such organizations.
2. Ability to obtain and manage external grants and contracts.
3. Ability in the area of communication and interpersonal skills.
4. Ability to establish and maintain effective working relationships with federal, state, regional, and local agencies, parents, OA Board and Committees and LCA staff and members.
5. Ability to express oneself clearly and effectively in oral and written form.
6. Knowledge of modern principles, methods, and techniques of administration and program planning, including computer technology.

TRAINING AND EXPERIENCE

1. Bachelor's or Master's (preferred) degree in Education/Early Childhood Education, Administration, or suitable education in these or closely allied fields.
 2. At least ten (10) years of progressively more responsible management roles (or equivalent experience), including direct supervision of professional staff and direct or indirect supervision of teaching staff.
 3. Prior experience in preparing and executing operating budgets, maintaining financial records and operating with fiscal responsibility.
 4. Prior experience in working with NAEYC standards.
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