



Professional Family Child Care Alliance of Georgia (PFCCAG)

PFCCAG Executive Director Job Description

This position is responsible for overseeing the administration, programs, and strategic plan of the PFCCAG. It requires a dynamic, mission-driven leader who is enthusiastic about leading current operations while fostering growth in all aspects of the organization. The Executive Director reports to the PFCCAG President. Evening and weekend work required. All staff are subjected to criminal background checks and are considered mandatory reporters of all known and/or suspected child abuse/neglect.

COVID-19 Vaccination Requirement: Must have received or be willing to receive the COVID-19 vaccine by date of hire to be considered for position.

Specific Responsibilities:

Board Support. Works with the Board of Directors to advance PFCCAG's mission, including assisting the President in preparing the agenda for each board meeting and supporting the development of a strategic plan.

Membership Support and Communication. Ensures PFCCAG members receive excellent value and support "so all Georgia's children are nurtured and educated to become happy, healthy, and prepared to succeed and providers experience an environment that allows the profession to thrive." Ensures members receive timely communication through a variety of media. Supports the Membership Committee in increasing membership and managing membership data.

Family Child Care Advocacy. Serves as the "Voice of Family Child Care" by promoting and advocating for this form of child care in Georgia. Responsible for the coordination of PFCCAG activities with early childhood partners and state agencies, particularly the Department of Early Care and Learning (DECAL).

Organization Operations. Responsible for the effective administration of grants and contracts obtained by PFCCAG, including identifying deliverables to be performed by independent contractors or employees and overseeing their completion. Responsible for successful implementation of core member activities such as the biennial statewide conference and periodic Town Hall events. Responsible for effective use of technology to manage organization activities such as the website, newsletters, and electronic records.

Resource Development Develops resources sufficient to ensure the financial health of the organization and to position the organization for growth. Responsible for maintaining communication with existing funding sources to ensure PFCCAG is able to secure refunding when available. Responsible for developing mid and long-range funding strategy and work, in conjunction with the board, to secure these resources.

Financial Performance and Integrity. Responsible for the fiscal integrity of PFCCAG to include budget development, income, and expense tracking, and fiscal accountability to board and funders. Responsible for leading the creation of an annual budget in partnership with the Treasurer, Finance Committee, and the organization's accountant. Responsible for securing monthly financial reports from the accountant and providing those financial reports to the Treasurer, Finance Committee, and Board of Directors.

Required Qualifications:

- Bachelor's degree in a relevant field (e.g., business, early care and education, public administration)
- Knowledge of the field of early child care and education and policy advocacy.
- Access to reliable transportation that will allow the Executive Director to travel to other parts of Georgia on an irregular basis
- Ability to work effectively with the PFCCAG Board of Directors to advance the vision and mission of the corporation.
- Ability to motivate staff and establish a culture of equity, fairness, and transparency.
- Self-directed, ability to juggle short and longer-term priorities, capable of both delegating and performing the work necessary to keep the organization on track.

Preferred Qualifications:

- Knowledge of family child care including, experience working with or serving as a family child care provider.
- At least one year of executive-level management, experience preferred in a membership-driven, comparably sized nonprofit organization.
- Experience in board governance through a leadership position or elected membership position preferred.
- Experience in developing and cultivating sponsorship, partnership, and funder relationships.
- Financial management skills with proven ability to manage to budget and institute financial controls.
- Leadership skills, including excellent written and verbal communication skills, strong public speaking experience, and proven negotiation skills.

Physical Demands/Work Environment:

- Sitting at the computer for 3 hours or more at a time.
- Bending, frequent use of hands, stooping and moderate lifting (at least 25 pounds) required.
- Close visual acuity to view electronic devices; preparing and analyzing data and figures; expansive reading;
- Communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

PFCCAG will offer any voluntary benefits (e.g., Unemployment Insurance, Worker Compensation) required by the Fair Labor Standards Act or other federal or Georgia law. These benefits will be determined in coordination with a payroll processing company to be selected by the board. Benefits will include paid time off and paid holidays.

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

PFCCAG retains the right to change or assign other duties to this position.