

SOUTHERN OREGON CHILD & FAMILY COUNCIL, INC.
JOB DESCRIPTION
EXECUTIVE DIRECTOR

I. MISSIONS STATEMENT: Southern Oregon Child & Family Council (SOCFC) prepares children and their families for success in school and throughout life. SOCFC services children ages zero to five who are from a low-income family and/or who have a disability. Through compassionate partnerships with parents, staff, and the community, SOCFC provides early childhood education, family support, health, mental health, dental, and nutrition services.

II. ORGANIZATIONAL OVERVIEW: SOCFC is the umbrella organization for Southern Oregon Head Start, Early Head Start, Listo, and The Family Connection. SOCFC employs approximately 400 individuals. Head Start is a federally funded program for preschool-age children. Early Head Start provides services to pregnant women, infants, and toddlers in selected communities. Head Start and Early Head Start work with families offering a sense of belonging, support services, and a chance to be involved in activities that benefit the whole family. Listo is a collaboration of SOCFC, Southern Oregon Educational Service District/English-as-a-Second-Language program, and Rogue Community College. Listo provides Spanish-speaking families educational support in their native language. The Family Connection is a parenting education hub that increases opportunities for all parents to participate in parenting education

III. POSITION SUMMARY: The SOCFC Executive Director leads, plans, designs, implements, and evaluates SOCFC's programs and strategic plan; works with local community, state, and regional agencies and other stakeholders in promoting SOCFC's mission; and is responsible to ensure that SOCFC is well-funded, meeting performance standards, and following applicable policies and procedures

IV. BENEFITS: Salary is 95K to 108K annually, commensurate with experience. Excellent benefit package includes health, dental, vision, holidays, spring and winter break, sick leave, paid time off, and 401K.

V. ESSENTIAL CHARACTERISTICS, SKILLS, AND COMPETENCIES:

- A. Education:** Master's degree with course work in early childhood education or related field preferred; or any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.
- B. Experience:** Minimum of two to five years program administration and senior management experience. Knowledge and experience with federal Head Start program and school readiness.
- C. Essential Skills:** Professional program and financial management and stewardship; human resource management and strategic planning; grant writing and funding development; computer skills, cultural awareness and sensitivity; excellent written and verbal communication; ability to recognize and communicate political trends related to program funding and mission; ability to ascertain and communicate community needs; ability to motivate and inspire staff and community members; proven ability to lead; the capacity to foster equity, diversity, and inclusion; the capacity to prioritize, consider alternatives, and respond quickly and effectively to unexpected and rapidly changing conditions.
- D. Essential Mental Abilities:** Ability to collaborate, delegate, organize complex tasks, and exercise sound judgment; flexibility, responsiveness, and openness to change; acceptance and support of staff, child, and family diversity; ability to maintain high confidentiality standards.

VI. WORKING ENVIRONMENTS: Work is primarily performed in an indoor office environment with in-town and out-of-town travel involving motor vehicles and air transportation. Work involves frequent use of a personal computer, phone, and other office equipment. Work environment may include exposure to disruptive people.

VII. PHYSICAL DEMANDS: Ability to occasionally lift and carry up to 15 pounds at a distance of 15 feet; ability to sit for extended periods of time, up to 8 hours per day; sufficient mobility, strength, and range of motion to stand, kneel or squat, reach, twist and bend; sufficient manual dexterity and hand-eye coordination to perform repetitive keyboard and fine motor activities; sufficient vision and hearing to perform job duties; ability to drive a motor vehicle.

VIII. REPORTS TO: SOCFC Board of Directors (the Board).

IX. ESSENTIAL JOB DUTIES:

A. Administration

1. Develop and maintain a fiscal program and provide accurate and relevant fiscal information to policy groups and funding sources
2. Develop and implement program-planning processes following federal guidelines to create an effective program through needs assessment, grant applications, and program policies
3. Oversee program directors' grant and funding applications and requests at local, state, and federal levels
4. Plan, write, and implement grant funding requests
5. Work with staff, parent, Policy Council, and the Board to effectively and correctly develop and implement program policies
6. Assist the Board in developing long-range plans

B. Personnel

1. Design and implement personnel policies to develop and retain a motivated, dedicated, and effective work force
2. Develop an effective communication system to allow input and feedback to and from all sectors
3. Supervise program and Agency directors
4. Delegate reasonable authority to other personnel for specific tasks or programs
5. Participate in the recruitment, hiring, and evaluation of other personnel
6. Participate in collective bargaining negotiations with unionized staff
7. Participate in staff grievance proceedings

C. Coordination and Meetings

1. Facilitate staff meetings, as needed
2. Attend all Board and parent Policy Council meetings
3. Maintain communications with special groups, task forces, and committees within and outside of SOCFC, and coordinate activities
4. Communicate policies and procedures to staff

D. Advocacy and Community Relations

1. Maintain a positive and responsible relationship with the Region X Head Start office and Oregon Department of Education
2. Establish and maintain relationships with public schools, colleges, churches, human resource agencies, and civic and professional groups
3. Establish and maintain relationships with legislators

4. Be an advocate in the community for low-income families, infants and preschool-age children
5. Maintain a positive relationship with the community at large
6. Increase community awareness of SOCFC-Sothern Oregon Head Start and other programs

E. Facilities and Property

1. Lead the development of additional centers to expand services
2. Assure location, supervision, and maintenance of buildings
3. Coordinate contracts and agreements for facilities, including payment of rent and utilities and securing janitorial services

F. Interaction with Children, Parents, and Co-workers

1. Relate in a positive, nurturing way, both verbally and physically, and be sensitive to the needs of children, parents, and co-workers
2. Respond quickly, safely, and appropriately in situations involving children

G. Work Environment and Safety

1. Maintain and promote a safe and pleasant work environment
2. Follow and promote safety regulations, policies, and procedures

X. EMPLOYMENT CONTINGENT UPON:

- A. Pre-employment health screening as required (may include, but is not limited to: drug screening, occupational health screening, and/or functional testing)
- B. Health self-appraisal clearance
- C. Central Background Registry enrollment
- D. Five-year DMV court print driving record
- E. Valid Oregon driver's license and ability to obtain an Oregon driver's license within SOCFC requirements
- F. Proof of current personal automobile insurance in accordance with SOCFC policy
- G. Approval by the Region X Head Start office.

XI ADDITIONAL INFORMATION: This job description describes the general nature and level of work, but is not intended to be an exhaustive list of all responsibilities and duties which may be required. This job description in no way states or implies that these are the only duties that may need to be performed by the individual fulfilling this position. The Executive Director may be assigned other related duties as appropriate and within the scope of general responsibilities for this position.

XII EQUAL OPPORTUNITY EMPLOYER: SOCFC provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetics, disability, or veteran status.

To apply for this position, send a cover letter and resume to: Kathy Stassi, Director, Human Resources, kstassi@socfc.org.

Open Date: April 1, 2019 Closing Date: April 26, 2019

Revised: April 1, 2019