

**Idaho Association for the Education of Young Children
Executive Director**

Supervised by: Idaho AEYC Board of Directors

Supervises: All Idaho AEYC staff

Position Summary: The Executive Director is responsible for all fiscal matters, project development, implementation and oversight, as well as coordination with the AEYC affiliates, board members, public and agency partners and contractors.

Please forward your resume and a brief letter/narrative reflecting how your skills and experience satisfy the qualifications, as well as position you to successfully meet the responsibilities, set forth in this job description. Send responses to Rosemary Shockley, P.O. Box 189, Marsing, ID 83639, rmshockley@yahoo.com. Responses will be accepted until August 15, 2010, or until the position is filled.

Expected Qualifications

- Advanced degree in organizational/non-profit business management or related field
- 3-5 years of fiscal management experience with large contracts
- 1-3 years experience with state and federal contracts
- 5 plus years experience working in a non profit organization
- 2-5 years of supervisory experience with 15 plus employees
- 1-3 years experience with agency management, grant writing, project development, legislative and general early childhood advocacy
- Advanced computer skills
- Strong communication skills
- Self starter
- Knowledge of and experience in the field of early care and education
- Ability to travel both in state and nationally

Areas of Responsibility

Fiscal, Grants, Projects and Administration:

- Oversight for all Idaho AEYC funded projects
- Administration and direction of all Idaho AEYC activities to fulfill Idaho AEYC mission and goals
- Drafting of proposals to gain additional resources through grants, donations, general support and interagency agreements
- Seeking of funding and partnership opportunities by direct contact with stakeholders, business leaders and potential funders
- Supervision of all Idaho AEYC office staff
- Liaison with the National Association for the Education of Young Children office

- Travel throughout Idaho and Nationally to support the work of Idaho AEYC

Idaho AEYC Board of Directors

- Yearly planning with governing board
- Implementation of short term and long term goals
- Evaluation of the success of the organization in fulfilling the Board's plan
- Reports to and support of Idaho AEYC Board and Board committee activities
- Logistical support, scheduling, and planning for Board and Idaho AEYC business meetings
- Planning and distribution of monthly/quarterly and yearly financial reports

Public Policy and Advocacy

- Spokesperson for Idaho AEYC
- Oversight of the creation and distribution of press releases, quarterly newsletters and other publication
- Response to public policy issues concerning early care and education
- Representation on State councils, committees, boards and commissions

Affiliates

- Development and support of membership campaigns
- Training and Technical Assistance to the affiliate chapters
- Coordination of Idaho AEYC efforts among the affiliates to meet the goals and objections of the Association

Additional areas as may from time to time be assigned

Salary Range

\$55,000-63,000 with excellent benefits depending upon experience and qualifications

APPLY FOR THIS JOB

Contact Person: Rosemary Shockley

Email Address: rmshockley@yahoo.com

Phone: 208.899.1042