



POSITION ANNOUNCEMENT (SEARCH EXPANDED)

Executive Director Child and Family Opportunities, Inc.

Child and Family Opportunities, Inc. (CFO) seeks a visionary leader capable of translating possibilities into reality as our Executive Director. The successful candidate will be passionate about providing quality early childhood services to families in the geographic regions we serve, and will demonstrate the ability to grow our services to meet the increasing needs of these communities. The candidate must be capable of building and managing a hardworking team with responsibility for developing the organization's future direction and carrying out its core operating functions. The new Executive Director must possess strong fiscal management skills with the ability to be flexible and creative to meet the complex fiscal demands of the agency.

The Organization:

CFO is a private non-profit agency beginning its 40th year as a provider of exceptional early childhood services throughout Hancock and Washington Counties in rural Maine. The agency employs approximately 100 staff and has an operating budget of more than five million dollars. Head Start, Early Head Start and Child Care services are at the core of the agency's direct services and are financed by the blending of federal, state and private funds. Through its Resource Development Center, CFO provides training and technical assistance to community-based child care providers, makes referrals for child care to parents, and provides support to communities to address child care needs. CFO sponsors Healthy Peninsula, a regional health promotion program. Additionally, the agency administers State of Maine child care subsidies for eligible families and sponsors the Child and Adult Care Food Program for area child care providers.

The Position:

The Executive Director oversees and directs the professional activities of all agency staff and programs. The position involves extensive long-range planning; fiscal, employee, and program management; program evaluation, and overall responsibility for the day-to-day planning and operation of the agency. Compliance with agency, state and federal policies and regulations is required. The work involves extensive community collaborations with public and private entities.

Key Responsibilities:

- Works with the Board of Directors and Head Start Policy Council to carry out their respective roles and responsibilities as mandated by agency, state and federal policies and regulations; keeping them informed of agency operations, and fiscal and legal issues.
- Provides support and direction to the Senior Management Team, motivating them toward excellence in their roles as supervisors and leaders.
- Ensures financial accountability by providing leadership in developing and managing the agency's annual budget and assures that all corporate funds are obtained, safe-guarded, expended and accounted for in accordance with Board, State and Federal Directives.
- Assures all contracts and grants are fulfilled in a timely and compliant manner.
- Assures development of immediate and long-range program plans including feedback from parents, staff and policy boards.
- Works with Board of Directors to develop strategic and long range plans for the agency's growth and development.
- Acts as agency spokesperson and interprets CFO's goals and activities to the public as appropriate.
- Develops and nurtures strong agency coordination, collaboration, and support with the community.
- Advocates on behalf of CFO clients at State, Federal and Local level by providing appropriate information on their needs and concerns.
- Provides positive leadership on behalf of the agency at the community, state and federal levels.

Preferred Qualifications:

- 5 years organizational leadership or progressively responsible management experience in an organization of comparable size and scope.
- Masters in Public Administration, MBA or equivalent in related field.
- Experience in an organization with a complex funding base that includes substantial reliance on public and private revenues.
- Experience satisfactorily fulfilling organizational and financial performance objectives.
- Experience managing staff and overseeing substantial projects.
- Knowledge of and interest in early childhood education and the Head Start Act.
- Experience in a non-profit environment.

Additional Information:

The position is based in Ellsworth, Maine with occasional travel throughout southern, central and eastern Maine. A competitive salary will be offered based on education and experience.

Resumes will be accepted in confidence. Please submit a cover letter, resume, three references and salary requirements to patriciap@childandfamilyopp.com.

Visit our website at www.childandfamilyopp.org

AA/EOE

All qualified applicants shall receive consideration for employment without regard to race, color, religious creed, sex, national origin, ancestry, age, physical or mental disability, or sexual orientation.