



**Job Title: ELNC-GR PROJECT DIRECTOR**

**Location:** Hall Street & Bridge Street Office

**Employment Status:** Full-Time; Exempt

**Salary Classification:** Executive Leadership

**Summary of Job:**

The ELNC-GR Project Director will be responsible for providing leadership and oversight to key staff; guiding and directing the organization's strategic initiatives, as well as fostering collaboration with ELNC-GR's local partner advisory council. This position will work closely with the ELNC Director of Administration and Finance to ensure fidelity to the ELNC model and accountability of resources. The Project Director will have the necessary knowledge of the field, core programs, operations, and community stakeholders.

**Direct Supervisor:**

The ELNC-GR Project Director reports to the Chief Executive Officer.

**Direct Staff Supervised:**

The ELNC-GR Project Director oversees and provides support to the Early Head Start Director, Education Director, Family Engagement Director, Training and Technical Assistance Manager and ELNC-GR Admin Staff.

**Other Key Relationships:**

The ELNC-GR Project Director will also interact with and develop relationships with ELNC Staff, partners, parents, community partners, volunteers and other community early childhood program peers.

**Essential Job Functions include but not limited to:**

**1. Partner Advisory Board:**

- a. Works with Partners in order to fulfill the organization mission.
- b. Responsible for leading ELNC-GR in a manner that supports and guides the organization's mission as defined by the Partner Advisory Board
- c. Responsible for communicating effectively with the Partner Advisory Board and providing, in a timely and accurate manner, all information necessary for the Partner Advisory Board to function properly and to make informed decisions.

## **2. Financial Performance and Viability:**

- a. Responsible for the fiscal integrity of ELNC-GR, to include actively participating the preparation of the annual budget and ongoing monitoring of monthly financial reports to ensure that they accurately reflect the financial condition of ELNC-BC.
- b. Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of ELNC-GR in a positive financial position

## **3. Organization Mission and Strategy:**

- a. Works with advisory board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
- b. Responsible for implementation of ELNC-GR's programs that carry out the ELNC mission.
- c. Responsible for strategic planning to ensure that ELNC-GR can successfully fulfill its Mission into the future.
- d. Responsible for the enhancement of ELNC-GR's image by being active and visible in the community and by working closely with other professional, civic and private organizations
- e. Data & Evaluation
  - Review and analyze data ELNC GR data
  - Use data to make informed decisions for programming and GR communities
  - Works with Data Department to ensure that needed data is being collected and tracked appropriately
  - Assists Data and Evaluation Director in Self-Assessment activities

## **4. Organization Operations:**

- a. Oversees and implements appropriate resources to ensure that the operations of ELNC-GR are appropriate.
- b. Responsible for the hiring and retention of competent, qualified staff.
- c. Responsible effective administration of ELNC-GR operations.

## **5. ECE Community Systems**

- a. Develop and maintain relationships with community systems people
- b. Represent ELNC at community systems meetings
- c. Promote ELNC mission and vision

## **6. Perform other duties as assigned by the CEO**

### **Essential Competencies Required:**

- **Commitment to ELNC Vision and Mission-** The ability to understand, communicate and incorporate the ELNC Vision and Mission into behaviors and attitudes all ELNC staff are expected to exhibit while performing their job responsibilities.
- **Culturally Competent-** The ability to understand, communicate with, and effectively interact with people across cultures.
- **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level ample opportunities for supervisor to adjust deadlines.
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally is focused on getting the best results for actions taken; does not settle of mediocrity.

#### **Knowledge's, Skills, And Abilities**

- Understanding of and passion for the mission of ELNC
- Knowledge and experience managing public or non-profit program
- Knowledge and experience in the organization, management, and administration of Early Childhood Education Programs
- Ability to plan, organize and direct the functions of staff
- Knowledge of complex helping systems, professions, and organizations and how they affect children and family welfare, and the multiple uses of such systems, professions, and organizations to deliver services
- Knowledge of safety regulations, practices, and procedures
- Skill in conducting interviews to establish the nature and extent of concerns/issues, provide professional assistance to families or staff, and determine appropriate referral services/opinions
- Ability to work well with others in a team approach
- Skill in the use of automation software and related equipment
- Ability to communicate effectively, both orally and in writing

#### **Required Minimum Education and Experience:**

- Bachelor's Degree in Education, Business, Non Profit Administration/Public Administration or other related fields
- One years' experience in management or supervision
- 3-5 years' in planning, implementing and/or administering non-profit educational program
- Knowledge of computer web-based programs, Word, Excel and PowerPoint

#### **Preferred Education and Experience:**

- Master's Degree
- Five years' experience in planning, implementing and/or administering non-profit educational program

**Additional requirements of the position:**

- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations
- Walking, standing, bending, and carrying of small and light objects