



225 Cabrillo Hwy S 208D
Half Moon Bay, CA 94019
650.726.7413 T
ccp@coastsidechildren.org
www.coastsidechildren.org

Executive Director Job Description Coastside Children's Programs

About Coastside Children's Programs

Coastside Children's Programs (CCP), a nonprofit agency, was founded in 1975 to ensure that families from diverse multicultural and socio-economic backgrounds have access to quality preschool, after-school, and summer programs on the San Mateo County coastside. CCP has grown to include two year-round preschools, three afterschool programs, and two summer camp programs. We are proud that 50% of our staff have been at CCP for 8+ years and several staff members are alumni of our programs. CCP cultivates a nurturing, safe environment for children with diverse learning needs, and language barriers, to feel welcomed to learn and have fun.

The **Executive Director** (ED) serves as chief executive officer overseeing all operations of Coastside Children's Programs (CCP). The ED provides leadership within the agency, and throughout community and county around issues impacting children and families. He/she oversees the development, expansion and maintenance of high-quality programs for children and families, fundraising, marketing and public relations, and fiscal and facilities management, and is directly accountable to the Board of Directors in all aspects of the agency's operation.

Ideal experience/characteristics:

- Required: California Department of Education Child Development Program Director Permit; or equivalent and able to apply for the permit; [See requirements here](#) or Administrative/Teaching credential with 12 ECE units + 3 units of supervised field experience in an early learning setting; or MA in Child Development/Early Childhood Education
- Program Director experience with California State Preschool (CSPP) and or General Child Care and Development Program (CCTR)
- Uses and promotes a strength based leadership and management style
- Bilingual in Spanish oral and written
- Passion for early childhood education and children's enrichment programs, dedication to the children, families, and the Coastside community; proven experience working with families with young children
- Highly knowledgeable about early learning, out of school time programs, curriculum, and family education
- Successful leadership and management at a senior level; experience in leading in a culture of growth for all employees
- Track record of managing an organization/department of over \$2MM in budget
- Proven success in fundraising, including strategy and execution

Essential Functions:

Management

- Supervises administrative staff and center site supervisors, and oversees the supervision of approximately 26 staff
- Develops agency-wide professional development calendar as well as individualized professional development plans for senior staff
- Oversees site supervisors' development and implementation of professional development plans for teaching staff
- Provides leadership and supports staff in providing classroom experiences consistent with the agency's philosophy and mission
- Lead strategic recruitment and retention of agency staff
- Establishes clear lines of authority and reporting relationships
- Oversees the management of human resources according to current laws and regulations
- Oversees review of Agency Operations & Safety Manual, Employee Handbook, and other plans as required by law
- Responsible for compliance with State of California's child care licensing and Department of Education requirements

Program Development

- Both fiscal and programmatic stewardship of grants and contracts
 - Oversee timely and accurate fiscal and attendance reporting
 - Maintains written documentation, process, and policies to follow contract guidelines
 - Oversees programmatic assessments including analysis, goal setting, implementation assessments include DRDP, ASQ, ASQ-SE, SACERS, CLASS, CLASS Environment, IGDIs
 - Manages Literacy lead for The Big Lift
 - Oversees accurate family certification of subsidized families
- Establishes goals and objectives for the agency through annual Program Self Evaluation with involvement of staff and Board of Directors
- Oversees and provides leadership for the development, expansion and maintenance of high-quality programs and services for children and families
- Keeps apprised of new child development research, changes to Pre-K and Kindergarten curriculum, emerging needs of parents and children, new education resources (e.g. technology) and appropriately incorporates or adjusts curriculum as needed

Financial Management, Revenue Enhancement & Fundraising

- Oversees the development of the annual operating budget and monitors monthly financial reports
- Oversees the management of all funding sources, including Federal, State and County contracts
- Initiates new revenue generating opportunities to enhance financial stability and leads fund development, including researching funding sources, establishing strategies to approach funders, writing proposals, and organizing annual fundraising events
- Monitors progress on all grants and submits required funding reports and documentation
- Coordinates annual direct mail and major donor campaigns
- Seeks to develop new partnerships to enhance the financial stability of the agency
- Serves on the Board Budget committee

Community and Public Relations

- Initiates and maintains a high level of visibility and positive image through involvement in the community and county
- Establishes and maintains relationships with the school district, media, funders, business community and relevant stakeholders throughout the community and county
- Creates community-wide promotional publications (including maintenance and creative direction of the website)
- Represents the agency at public events, meetings and professional functions throughout the county
- Promotes community volunteerism to enhance program quality and delivery of service
- Promotes involvement of parents and families

Strategy, Vision & Board Administration

- Partners with the Board of Directors to carry out the agency's mission and ensure its continued sustainability
- Informs the board of operational status of the agency
- Facilitates strategic planning with the board and staff
- Involves board members effectively to enhance the operations and success of the agency
- Assists with board recruitment and development
- Attends and provides leadership for monthly board, board budget meetings, and various board subcommittee meetings as needed.

Facilities Management

- Oversees the management of buildings owned and/or leased by the agency
- Works with and maintains positive relationships with the school district in negotiating property and building improvements and expansions
- Obtains and negotiates contracts for a wide variety of property construction, improvements and/or maintenance

Physical Demands of the Position

- Ability to sit and type/work at the computer for long periods of time
- Ability to move items in and out of storage with hand-cart
- Ability to lift 25 lbs.

Compensation and Benefits

- Salary is \$115,000
- Benefits include medical, vision, chiropractic, and dental insurance, holiday pay, vacation and sick time off, and a 401B plan

To Apply

- Email a cover letter and resume to edsearch@coastsidechildren.org.
- Applications will be reviewed on a rolling basis. Position is open until filled.

The Coastside Children's Program is an affirmative action/equal opportunity employer. Equal opportunity is given to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, marital status or status as a covered veteran, in accordance with applicable federal, state and local laws. We encourage people of all backgrounds to apply. We seek to create a diverse work culture that represents the diversity of the community that we serve.