Alliance for Childhood Executive Director Job Description

The Organization:
The Alliance for Childhood promotes policies and practices that support children’s healthy development, love of learning, and joy in living. The Alliance’s work is funded by grants and donations from foundations and individuals. We are a 501(c)(3) tax-exempt organization, incorporated in the state of Maryland. The Executive Director reports to and is evaluated by the Alliance’s Board of Directors.

Summary of the Executive Director’s Responsibilities:
The Executive Director (ED) is responsible for the management and operation of all programs and services of the Alliance for Childhood and for implementing the policy decisions of the governing board. The ED oversees the administrative and fiduciary functions of the organization, including fundraising, community outreach, programming and the generation of income to support programs and services. The ED represents the organization in relationships with key stakeholders, staff, and the public.

Specific Responsibilities:
In collaboration with members of the Board of Directors, update and implement a strategic plan for the Alliance that anticipates and responds to the changing landscape of education and other public policy trends affecting children and parenting in the United States.

Continue the organization’s present focus on restoring play in early childhood education and in recreational settings. Activities range from advocacy at the national level to projects in selected communities along with keeping abreast of developments—from technology to educational policies—that affect children’s lives.

Develop and carry out a public education and media strategy. Prepare print and web publications and deliver presentations and workshops on issues related to childhood; consult with Alliance partners, advisers, and others on policy and practice trends in developing Alliance positions. Ensure Alliance communications reach the widest possible audiences by maintaining a database of donors and other interested constituents, developing communication plan that includes social media campaign, a dynamic web-site, and regular electronic communications to constituents.

Handle outreach and external relations, advocating Alliance services to community stakeholders, associations, agencies, and the media and establishing partnerships with leading individuals and institutions.

Lead fundraising efforts, working closely with board members to identify, cultivate, and solicit private sources for charitable gifts. Prepare fund appeal and other communications and events to nurture long-term relationships with funders.

Oversee the organization's operations, ensuring that payroll, government reports, audits, and mailings are timely and accurate, systems are working well, and that databases are kept up to date.

Created May 23, 2021
Oversee the organization’s finances, with responsibility for growing the Alliance as a successful nonprofit organization. Evaluate risks and benefits of opportunities for new or expanded research and programs and pursue the most promising directions. Create and comply with the organization’s budget, managing revenues and expenditures appropriately. Maintain internal controls and financial discipline and collaborate with the board, communicating any concerns in a timely manner to ensure the financial well-being of the organization.

Take responsibility for compliance with all applicable laws, contractual obligations, and donor restrictions, and maintain appropriate internal policies and procedures to ensure such compliance.

Work with the board to ensure that the mission, values, and vision of the Alliance for Childhood are carried out. Continue ongoing work to strengthen the board, building the commitment, diversity, networks, and skills needed to support the work of the organization.

PROFESSIONAL QUALIFICATIONS
The ideal candidate will have an understanding of the organization’s mission in support of healthy childhood and an understanding of the role of advocacy on behalf of children and play; experience leading loose parts play events in community settings; have extensive strategic and entrepreneurial experience, including proven success realizing visionary goals and the ability to move teams forward effectively; nonprofit executive experience is also important; show highly developed communication and fundraising skills, specifically for loose parts play and play advocacy; thoughtful credibility and charisma to advocate passionately for the Alliance’s work on both local and national levels; have an understanding of the power of partnerships and the diplomatic skills to bring suitable and complementary organizations together; be accessible and transparent, with highly evolved listening skills and energy, and able to balance passion for the organization’s work with a great sense of humor.

EDUCATION
Advanced degrees or evidence of equivalent experience required.

COMPENSATION
Currently, Alliance resources can only support administrative expenses and salary compensation would be dependent on successful fundraising and grants.

APPLICATIONS
Resume and cover letter can be submitted by email to Katrina Klaphake, President of the Board of Directors at katrinaklaphake@comcast.net