

SPARK: An Aurora Early Childhood Collaboration

POSITION DESCRIPTION

TITLE: DIRECTOR

REPORTS TO: Governing Board

MISSION: *The mission of SPARK (Strong, Prepared, And Ready for Kindergarten) early childhood collaboration is to empower our diverse families and children to attain full success in learning and life by ensuring all Aurora's young children have equal access to exemplary Early Childhood Care and Education.*

POSITION SUMMARY: SPARK's Director is responsible for the administration, financial management and direction of operations of the organization; supports the Mission of SPARK; serves as a liaison between SPARK and the City, school districts, providers, business and philanthropic stakeholders, and community participants; serves as an advocate for the interests of young children and their families to the private and public sectors outside of Aurora.

RESPONSIBILITIES:

1. Operation of the Collaboration

- Direct day-to-day operation and development of SPARK.
- Analyze staffing needs for employees and volunteers; make recommendations to the governing board regarding staffing, service delivery and budget.
- Supervise and evaluate performance of staff.
- Oversee participation of volunteers.
- Oversee ordering of supplies, equipment, and furnishings.
- Develop with the governing board short and long term strategic planning for the organization.
- Other responsibilities as assigned by the governing board of the collaboration.

2. Program Management

- Oversee the development, implementation, and evaluation of programs.
- Develop program budgets.
- Supervise program coordinators.
- Assure coordination between committees of the SPARK initiative.

3. Financial Oversight

- Develop annual budget and financial reports, including detailed projections of programmatic revenues and expenses.
- Monitor SPARK financial performance and implement strategies to mitigate financial risk.
- Supervise contracted fundraiser and volunteers in preparation of annual fundraising plan.

4. Community and Public Relations

- Represent and market the SPARK to education, social service, health, business and civic organizations.
- Keep informed regarding issues affecting young children and their families, and community needs, concerns and opportunities.
- Establish and maintain effective professional relationships with federal, state, county, city and community organizations and funders on behalf of SPARK.
- Act as a spokesperson for SPARK with media, community organizations, other agencies and groups.
- Advocate for quality and equitable early childhood education and care for all young children.

5. Board Support

- Keep Board apprised of the status of SPARK operations and community networking.
- Carry out Board policies regarding the SPARK.
- Inform the Board of early childhood issues and community needs, concerns and opportunities and their impact on SPARK; make recommendations to the Board regarding these issues.
- Assist the Board in public relations and marketing of SPARK, as requested.
- Attend Board and Committee meetings, as requested.
- Serve as a liaison between SPARK and its provider, jurisdictional, and community participants.

QUALIFICATIONS:

- Minimum of a Bachelor's Degree. Masters' Degree preferred.
- Experience working with or in early childhood care and education programs.
- Administrative experience in nonprofit, volunteer or academic related organizations.
- Vision and commitment to the mission of SPARK.
- Ability to establish good working relationships with diverse federal, state, county, city and community agencies and groups, and to do public speaking as necessary.
- Ability to write reports, letters and funding requests.