



Executive Director

Summary of Duties

- Supervises all pertinent provisions of BVCS
- Set example of supporting philosophy
- Oversees planning and evaluation of all agency programs and projects
- Creates and maintains relationships with partners, staff, contractors, community members and clients

Essential Duties and Responsibilities

- Monitors the activities of the Finance Person, and Program Directors
- Oversees the implementation of new or revised program goals and objectives
- Prepares periodic reports, progress and other reports of the Board of Directors and other agencies
- Confers with Co-Directors, on staff, student, family, partner and other business to provide problem solving assistance
- Grant writing and grant administration
- Assist and provide oversight to partnerships and collaborations
- Oversees the financial integrity of BVCS

Knowledge, Skills and Abilities

- Organizational practices
- Communication
- The principal role of the Executive Director is to guide the Co-Directors, Councils, Program Managers, Administrative Consultants and Finance person in establishing positive working conditions that incorporates streamlined procedures, feedback from other agency staff and consistency within and about the BVCS mission, vision and philosophy.

Minimum Qualifications

- Any equivalent combination of experience, training and/ or education in the field of Early Care and Education approved by Buena Vista Children's Services
- This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities of any particular position.
- Meet all health and licensing regulations as prescribed by the Arizona Department of Health Services.
- Ability to read and comprehend written instructions and write correspondence and/or reports needed