

## **National Association for Early Childhood Specialists in State Departments of Education Executive Director**

### **The Opportunity:**

The National Association for Early Childhood Specialists in State Departments of Education ([NAECS-SDE](#)) has been a leader in providing expertise on early childhood since its inception in 1972. The association is now in a position to hire a full-time executive director to further expand its role in shaping the national landscape related to research, policy, and practice affecting early childhood education. As NAECS-SDE formalizes its structure, it is seeking an entrepreneurial minded leader who can work alongside the existing Executive Committee to strengthen operational and organizational structures while growing relationships with other key early childhood stakeholders. The Executive Committee is seeking a true thought partner when it comes to setting the vision for the association and can then execute the details of that vision in a collaborative and sustainable way.

### **The Association:**

NAECS-SDE is the national organization for state early learning education staff members with major responsibilities in the field of early childhood education, from infancy through the primary grades. The association promotes high-quality services to young children and their families through improvement of instruction, curriculum, and administration of programs. Members of the Association have an opportunity to share ideas and to work together toward the solution of common problems.

NAECS-SDE is known and valued for its capacity to provide the perspectives necessary to inform research, policy and practice affecting early childhood education. Our members' expertise influences government, policy makers, non-profits, and research institutions alike and is leveraged to ensure ALL children start with a firm foundation for their future success in life.

### **Key Responsibilities:**

- Oversee and complete transition to independent 501c(3) status, including compliance reporting and document management.
- Support the Treasurer with regards to association finances, including yearly budgeting and monthly financial reports to executive committee.
- In partnership with executive committee, develop and execute a fundraising plan that sustains the association, including grant-opportunities
- Plan and execute corporate and organizational compliance requirements, including revisions needed to organizational by laws, policies and procedures.

- Partner with the executive committee to determine the strategic direction for the association for the next three years, then develop and share a plan for the execution and implementation of the strategic direction.
- Develop and implement an integrated strategic communication plan to establish and advance the association's brand nationally and with key stakeholders so it will be viewed as a thought leader in early childhood policy;
- Communicate clearly with association leaders and members regarding the development and strategic vision of the association.
- Broaden recognition and increase visibility of the association through strong relationship building.
- Lead overall association goal setting, strategic planning and management through a consensus building process with the executive committee.
- Manage the work of external contractors and firms.

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

- Master's degree in related field.
- Experience in large scale project management
- Experience in fundraising and grant writing
- Experience in networking and relationship building across agencies and/or organizations to advance initiatives and work
- Energetic, flexible, collaborative and proactive management style
- Ability to manage multiple projects, including remotely
- Success managing major projects from conceptualization to completion.
- Excellent written and verbal communication, public speaking, interpersonal, negotiation skills, and ability to communicate effectively to various audiences.
- Ability and willingness to learn new content, leverage with Association expertise, and use to build out overall strategies
- Experience in large scale project management.
- Ability to create an environment that builds enthusiasm and excitement towards goals, fostering participation among members

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

- Experience in early childhood education and/or education policy
- A minimum of 6 to 10 years of experience in operational and/or organization management (inclusive of state departments of education).
- Experience in matters of education policy and legislation
- Experience in public outreach and awareness, specifically in promoting work in national positions
- Experience in website development
- Experience in managing and/or leading association or non-profit work

**Job Type:** Contract

**Contract Length:** 2 years, with the possibility for renewal

**Salary:** contingent on experience and location

**Work Location:** Fully Remote

**Application:** In lieu of an application, please submit a cover letter and resume/vita to [naecs.inbox@gmail.com](mailto:naecs.inbox@gmail.com) by **February 15, 2020**.

Questions may also be directed to [naces.inbox@gmail.com](mailto:naces.inbox@gmail.com)