

Family Learning Center Job Description

Revised 4/2019

Title: Site Director

Reporting: Reports to Board of Trustees

The Site Director is responsible for fulfilling the mission of the organization through staff management, facility management, financial management, program development and long-term strategic planning. The Site Director sets the tone for the facility, focusing on creating a safe and engaging environment for children, families and staff. The Director oversees daily operations at FLC, teacher training, licensing requirements, Early Head Start and Colorado Preschool Program (CPP), the kitchen food program, and administrative functions. The Director proactively works to ensure enrollment targets are met and the expense budget is managed to ensure the financial stability of FLC. The Director partners with the Development Director to ensure fundraising, community engagement, and grant writing. The Director reports to the Board of Trustees and is responsible for reporting to the board on a regular basis.

Key Responsibilities

Board Governance: Works with the Board of Trustees in order to fulfill the mission of FLC.

- Responsible for leading FLC in a manner that supports and guides the organization's mission.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all necessary information for the board to function properly and make informed decisions.

Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of FLC, to include submission to the Board of a proposed annual budget and monthly and quarterly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for the fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Contributes to fundraising, grant writing and developing other resources necessary to support FLC's mission.

FLC Mission and Strategy: Works with the Board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of FLC's programs that carry out the mission.
- Responsible for strategic planning to ensure that FLC can successfully fulfill its mission into the future.
- Responsible for the enhancement of FLC's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- Research, develop and implement new initiatives to achieve excellence in programming.
- Responsible for development and execution of annual and 3-5 year strategic plans and to continually assess FLC's programs and identify areas for improvement.
- Serves as the spokesperson and representative for FLC, must build positive working relationships with our constituents.

Leadership and Oversight: Provides effective leadership and guidance to the staff and volunteers at FLC.

- Responsible for recruitment, training, evaluation and retention of well-qualified, high quality staff
- Responsible for the creation, maintenance, and enforcement of operational policy and procedural guidelines.
- Works to enroll staff in a common vision and build a positive culture within FLC.
- Monitors all program operations to assure compliance with licensing, state rules & regulations, and accreditation standards.
- Executes all contracts, agreements, and commitments on behalf of FLC within Board approved guidelines.

Operations and Programs: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate and successful.

- Responsible for the effective administration of FLC operations.
- Ensures that the FLC adheres to all legal, licensing, and regulatory requirements.
- Ensure that FLC's facilities provide a safe, healthy, and attractive environment for children, parents and staff.
- Responsible for the appearance, condition, maintenance and safety of the building.