

Early Childhood Division
Vice President

NORTHERN VIRGINIA FAMILY SERVICE
Position Description

Job Title:	<i>Vice President</i>
Division/Program:	Early Childhood Division
FLSA Status:	Exempt

Job Classification:	
Effective Date:	2/1/02

I. Summary of the Position

Oversees and directs the management of Early Childhood Division to include responsibility for fund development, finances, strategic planning, and supervision of designated senior program management and administrative staff; quality assurance; program management information systems, evaluation and reporting; and, training, advocacy and special projects.

II. Description of Essential Job Duties*

Division Management, Administration and Development

1. Oversees and directs Division operations in accordance with service delivery design defined by funding contractual obligations and Division and agency policies/procedures and strategic plan.
2. Oversees the development and oversight of Division fiscal matters including budgets, expenditures, and revenue maximizing activities such as Title IV-E.
3. Ensures all Division revenue needs are met in a timely and effective manner including private and public donor funds (foundations, government contracts, and corporate and individual giving).
4. Responsibility for ensuring Division's management information systems develop accordingly and operate smoothly and effectively producing information necessary for reporting and continuous quality improvement activities.
5. Leads Division in developing strategic plan that includes program development and program improvement strategies.
6. In concert with Agency advocacy agenda, leads Division public advocacy activities and ensures strategies are implemented.
7. Ensures all required Division reports are accurately and professionally prepared and timely submitted.
8. Ensures Division implements programs to achieve positive family satisfaction and retention rates.
9. Ensures 90% of program enrollment goals are met as evidenced by full case weights and full staffing.

10. Ensures compliance with agency and Division's policies/procedures and Health Families America Credentialing and Early Head Start standards; and ensures the development and implementation of the Division's Continuous quality improvement systems, including Division's programmatic policies and procedures.
11. Performs other related duties as assigned.

Personnel Management and Team Building

1. Supervises designated employees within assigned area. Includes scheduling and directing work, orientation, training, performance appraisals, and recommendations for personnel actions such as recruitment, selection, evaluation, promotion, and discharge.
2. Ensures the Division's training system is effectively implemented and sufficiently meeting the needs of staff to perform their responsibilities; and ensures Division staff meet the agency's training requirements.
3. Establishes and maintains a strong sense of team within Division through activities including regular Division meetings, group discussion/supervision and staff retreats.

Community Representation

1. Leads Division Management team to cultivate and maintain productive community relationships and collaborative partnerships as needed to fulfill Division objectives.
2. Represents NVFS as a positive and articulate spokesperson to the community and public settings, interpreting agency services to other agencies and needs of families.
3. Ensures Division is effectively represented in the national and statewide Healthy Families Virginia/America and Early Head Start forums, as well as other requested roles such as community task forces and committees.
4. Ensure Division's Advisory Councils fulfill their stated purpose for programs and function smoothly and effectively.

III. Special Qualifications

1. Minimum **eight** years of professional experience in content areas of early childhood, maternal and child, family systems, home visiting, prevention aspects of child abuse/neglect and related issues. Direct experience in Healthy Families America and/or Early Head Start programming is strongly desired.
2. Minimum **five** years of professional experience in program management, fiscal management, program planning and implementation, data analysis, evaluation methodologies, management information systems, advocacy and community organizations.
3. Minimum five years of supervisory experience at program level.
4. **Eight** years of direct, successful and specific experience in proposal development, fiscal management including budgetary preparation (using Excel) and analysis.
5. Minimum three years of demonstrated abilities in leadership and development, in particular building consensus and achieving results among external staff and colleagues and external customers (funders, partners, etc.)
6. Demonstrated skills in the proficient use of fiscal spreadsheets and word-processing.
7. Demonstrated skills in interpersonal, strategic thinking, writing and public speaking.
8. Ability to work independently with minimal supervision.
9. Demonstrated abilities in organizing and prioritizing a multi-focused agenda of responsibilities.

10. Demonstrated ability in problem-solving and professional judgment skills.

IV. Education/Training

1. Master's Degree awarded by an accredited school of social work, human development, psychology, or related field, plus a minimum of five years post-Master's experience.

V. Working Conditions

1. Willingness to use private vehicle for work purposes.
2. Flexible hours to include some evenings and weekends.

VI. Supervised By

Senior Vice President of Programs

VII. Supervises Others

Division Deputy Director and other Division members as appropriate.

IX. Other Information

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

VIII. Approvals:

	Signature	Date	Comments
Name of Supervisor (Print)			
Program Manager (Print)			
Division Director (Print)*			
Human Resource Manager (Print)			
COO (Print)			
CEO (Print)			

* Review/Approval includes Budget/Contract Oversight