



EXECUTIVE DIRECTOR OF THE ALLIANCE FOR EARLY CHILDHOOD

Beginning Summer, 2018

Overview

The Alliance for Early Childhood is a community collaborative organization, based extensively in Winnetka, Northfield, and Kenilworth, with schools and other organizations in neighboring North Shore communities also involved. Its mission is to promote the healthy growth and development of children from birth through age eight by providing support and services for the parents, teachers and other professionals who care for and teach them. Some of the programming for parents, families, and educators include: parenting speakers; a 16-page newsletter published twice a year; a comprehensive website; Facebook page; professional development and networking opportunities for educators; annual Preschool-Kindergarten Summit; annual Inspiring Nature Play conference; promotion of child-directed free play through the Let's Play Initiative; Special Needs Roundtable; and ScreenBreak, a week in March devoted to limiting use of electronic screens and exploring other options. The volunteer Board of Directors works to support The Alliance's mission and is made up of approximately 50 parents and professionals. The Board meets regularly during the academic year. The staff consists of the Executive Director and the Director of Operations. Funding comes primarily from the Annual Campaign, with the option of honoring an educator with a Teacher Tribute; from advertising in the newsletter and ScreenBreak Guide; and from annual sponsors and grants.

Position and Responsibilities

The Executive Director is responsible for leading The Alliance and developing the organization's annual programming. He/she oversees the implementation of all current programming including family, parenting and professional events and may develop new programs and initiatives consistent with the overall mission of The Alliance. The Executive Director reports to an Executive committee of the Board of Directors. The Executive Director works with the Director of Operations in support of the Annual Fund campaign, to prepare and submit grant proposals, and to develop an annual fundraising and development plan. He/she is supported by and works with a graphic designer who designs the newsletter, event publicity and the ScreenBreak Guide as well as a fundraiser who secures advertisers and sponsors.

The Executive Director maintains a working knowledge of significant developments and trends in the field of early childhood education and attends the annual NAEYC Conference and/or other appropriate meetings to keep current in the field.

Qualifications and Requirement

The Executive Director will be thoroughly committed to The Alliance's mission. He/she will hold an advanced degree in education or a related subject. Experience in an early childhood classroom or program is helpful. He/she will have excellent leadership abilities and be able to work well with early childhood professionals, parents, and volunteers. Experience in selecting, organizing and running programs and conferences is beneficial. Residency or work experience in Winnetka, Northfield, or Kenilworth is a plus.

Salary and Benefits

This is a salaried position. Salary TBD, depending on candidate's background and qualifications. Work can be done on a flextime basis, although the work is the heaviest during the school year (Sept.-May), with quiet times during school vacations (Winter and Spring breaks) and minimum time required during the summer months. Much work can be done at home.

To apply

Interested candidates should email a cover letter, including a statement of the reasons for interest in this position, along with a resume to: Amber Farashahi, farashahi@me.com. Interviews by invitation will begin in Spring 2018.