



Mission Neighborhood Centers, Inc.

Employment Opportunity

November 21, 2011

Children Services Division Director

WHO WE ARE

Mission Neighborhood Centers, Inc. (MNC) founded in 1959 is woven into the fabric of the Mission District. Since its inception, Mission Neighborhood Centers has served the Inner and Outer Mission residents through social services with a strong focus on under-served immigrant children, adolescents and seniors.

Our Early Childhood program is on the cutting edge and serves over 394 children and families with (9) locations. Four of these sites operate full-day programs and five offer partial day programs.

MNC seeks someone who brings passion, leadership, strategic and management skills with at least 5 years experience in providing direction and vision for Early Childhood Programs.

JOB SUMMARY AND RESPONSIBILITIES

The Children Services Division Director responsibilities include strong supervision and management of all Early Childhood Division leadership team roles; Overall supervision and guidance of all program operations and ensuring full compliance with all Head Start, PFA, Infant/Toddler and CDE performance standards, Federal, State and local licensing regulations. The Children Services Division Director will provide the program with vision and leadership and ensure management functions are properly carried out. Provide demonstrated leadership and supervision in all areas: Mentoring, career development, performance management, handling employee issues and relations; Manage and oversee budgets; Strategic thinking and direction; Must be an inspiring leader with a proven track record of success and outstanding record of achievement.

Program Oversight / Organizational Development

- Provides leadership in the interpretation and application of state, federal, local laws and regulations, agency policies and regulations.
- Develops and implements a systematic ongoing process of planning for all programs including the Head Start, PFA, Infant/Toddler and CDE programs.
- Develops and oversees short-term and long-term planning and forecasting;
- Oversee and negotiate contract for children and family services and facilities repairs.

JOB SUMMARY AND RESPONSIBILITIES

Fiscal Oversight

- Develops and monitors budget and projections in conjunction with Accounting and PFA/CDE Coordinator & Education Managers to assist in planning program options, service delivery, staff training p

In conjunction with Accounting oversees budgets; Submits budgets and refunding applications for Head Start, CDE and PFA and other related programs.;

Supervision / Leadership

- Promote, support and maintain a team-oriented work environment that leads to a creative, energized, purposeful, long-term staffing patterns; Provides leadership to promote and develop Professional standards, mentorship, effective communication and creative problem solving skills
- Provides demonstrated leadership and direction to all managers and programs;
- Supervises Education Managers, PFA/CDE Contract Coordinator, Family/Community Partnership Manager, Health/Nutrition Coordinator, and Disabilities/Mental Health Manager.

Advocacy / Outreach

- Identify and apply for possible new sources of funding
- Identify and apply for possible new resources for training and technical assistance
- Project possible funding cuts or increases to existing contracts
- Develop and maintain professional linkages with groups and individuals in City Government to facilitate access to funding and resources
- Stay fully informed of local, state, and national trends in early care and education to help in determining the direction for MNC's Child Development Program.

Board and District Parent Policy Committee Relations

- Establishes and maintains a formal structure of shared governance through which parents can participate in policy making.
- Provide Quarterly updates to the Grantee, Board, DPC and Staff.

Qualifications

A strong commitment to the principles of providing high quality care!

Education and/or Experience

Master's degree from accredited college or university in Early Childhood Education, Social Welfare, Public or Business Administration or Bachelor's degree in related area with five years related experience and/or training; three years of demonstrated supervisory & leadership responsibility; or equivalent combination of education and experience; Must hold a California Child Development Permit at the Program Director level; Demonstrated experience with developing and managing budgets; Demonstrated strategic planning, development and implementation; Experience working in participatory management environment.

Experience working with diverse cultural, educational, social, and economic needs of minority children and families; Three years of community-based experience in working with low-income families and community organizations; Excellent writing and verbal communications skills and experience in resource development.

Language Skills

Ability to read and interpret documents both in Spanish and English a plus; Ability to speak effectively before groups of program participants, staff, or any other program related activity in both English and Spanish preferred.

Requirements

Physical exam every two years; T.B. test annually; Finger print clearance; Child Abuse Index.

APPLICATION PROCEDURE

If you are seeking to bring your leadership and take MNC to the next level, please submit your resume and cover letter: jaynie.lara@mncsf.org

COMPENSATION

Salary: Competitive

Mission Neighborhood Centers, Inc. offers a generous benefit package to take care of those who care for our clients.

- MNC offers 11 paid holidays and one floating day per year
- Medical, Dental, Vision, Life Insurance and 403(b) Retirement Plan
- Generous vacation package

AN EOE EMPLOYER

MNC is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, and bilingual and bicultural individuals.