



Job Posting

Job Title: President & CEO

Reports to: Board of Directors

ORGANIZATIONAL SUMMARY:

Ready for School is a non-profit agency located in Holland, MI with the *vision* of preparing children up to five years old for success in kindergarten by equipping parents and families through the integrated support of the Holland, Zeeland, and Hamilton communities. Ready for School was established in 2008, when the community identified that fewer than half students were ready for kindergarten at age five. Currently, data shows that over 70% of kindergarteners are now ready for school at age five. Ready for School's whole systems thinking approach, has created a blueprint for a ten year target of being a community where there are more kids school ready here than anywhere! This includes continually using data to evaluate community needs and implementing programs and strategies, such as preschool scholarships, professional learning for early childhood educators, kindergarten readiness camp, and Reach Out and Read. Ready for School is an organization with passionate individuals who are energetic, love kids and families (including their own), and geared towards future-forward expansion. Ready for School is committed to diversity, equity and inclusion within the service area.

POSITION SUMMARY:

The CEO will develop and implement a strategic plan, including priorities for programs and a sustainable financial plan. The CEO will also oversee all aspects of the day-to-day operations of Ready for School, including fund development and board management, by working with diverse staff and constituents. This position is the public face of Ready for School and is responsible for effectively communicating the mission and program offerings. The President & CEO will work with the Board of Directors, advisors, staff, committees, and the community to further the goals and objectives of Ready for School.

ESSENTIAL DUTIES:

- Strategic Planning
 - Serve as a strategic thinker and creative visionary leader with the ability to turn vision into action
 - Lead long-range planning and the establishment of key indicators and annual objectives in support of long-term success, in coordination with the Board of Directors
 - Establish a professional environment that encourages diversity, equity and inclusion. Additionally, supports an environment of creativity, innovation, inclusion, and staff growth
- Operational and Fiscal Management
 - Manage diverse staff, cross train individuals to support one inclusive team that manages several programs
 - Keep and record detailed financials detailing each program for transparent reporting
 - Ensure development and implementation of policies that satisfy organizational values, applicable laws, compliance requirements, and enhance the growth and development of employees
- Fund Development
 - Diversification of revenue streams to support the growing needs of each program, including a portfolio of investments to sustain the organization



- Lead development activities to expand donor base, with a focus on developing relationships with individual high-capacity donors, as well as nurturing the existing relationships
- Actively seek partnership opportunities with private, corporate and community foundations for specific community initiatives
- Community Relations
 - Serve as spokesperson for Ready for School to the public, media, and other entities
 - Provide feedback on the annual marketing and communication strategy to promote the programs and services of Ready for School
 - Assist with efforts to create new alliances; partnerships and collaboration with other organizations to help Ready for School achieve its mission
- Board Management
 - Provided detailed and transparent budget reports prior to each board meeting
 - Provide applicable information and policy recommendations to assist the board in decision making and policy setting
 - In conjunction with appropriate board officers or committee members, recruit director candidates, support new directors through the orientation process, and ensure relevant learning opportunities for all directors
- Ability to meet physical demands and perform the essential job functions within the work environment, including travel requirements for the work
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time

EDUCATION & EXPERIENCE REQUIREMENTS:

- Bachelor's Degree required, Master's Degree preferred
- 5 years of experience in a senior management role preferred
- Prior leadership experience including fiscal management of diverse revenue streams required

SKILLS & KNOWLEDGE REQUIRED:

- Demonstrated ability to thoroughly understand and think strategically
- Ability to develop and implement strategy
- Strong written, verbal, interpersonal communication, and presentation skills
- Ability to raise funds by building relationships with individual donors and community partners
- Strong attention to detail
- A high level of integrity and business ethics
- Demonstrated effectiveness at working with others to reach common goals and objectives
- Ability to manage and prioritize multiple projects

COMPENSATION: Ready for School offers competitive compensation package including retirement match up to 4%, paid time off, and a flexible work environment. The President & CEO salary range is \$95,000-\$105,000. This position is a full-time position.

Interested candidates should submit their cover letter and resume to RFScceosearch@gmail.com by September 24, 2022.

Ready for School is proud to be an Equal Opportunity employer that values the diversity of its workforce.