



Jeremiah's Place
Protecting Children. Strengthening Families. Transforming Communities.

Executive Director Job Posting

About Jeremiah's Place

Jeremiah's Place is Pittsburgh's only crisis nursery. We care for children six years old and younger—24 hours a day, 7 days a week—when their parent or guardian is experiencing a crisis or an urgent childcare need and no other safe, reliable childcare option is available. Our trauma-sensitive approach is specifically designed to support children and caregivers who may be experiencing significant stressors such as medical emergencies, homelessness, or domestic violence. Since opening our doors in 2014, we have cared for 1,135 children from over 706 families with diverse backgrounds and from 87 zip codes, free of charge. We are dedicated to the children and families we serve and to the wellbeing of our staff. Jeremiah's Place believes that diversity and inclusion make us a stronger organization and we are committed to supporting it in every aspect of our work.

General Overview

The Executive Director is responsible for the overall success of Jeremiah's Place. The Executive Director works with the board of directors to develop and implement a long-range strategy to advance the mission of Jeremiah's Place; builds and develops the senior management team; and secures funding and sets budgets to develop a high-performance organization. The Executive Director works collaboratively with the board of directors, serves on board committees, and is responsible for providing timely and accurate information that is necessary for the board to function properly and make informed decisions. The Executive Director nurtures and develops the reputation of Jeremiah's Place in the City of Pittsburgh and the Southwestern Pennsylvania region.

Essential Responsibilities

PROGRAM

- Oversee the design, implementation, and continuous improvement of inclusive, welcoming, high-quality child care programs that meet the needs of young children and families, advancing the mission of Jeremiah's Place.
- Maintain official records and documents, and ensure compliance with federal, state, and local regulations.
- Collaborate with the board on the development of a strategic plan and assure significant progress on the goals and objectives included in the plan.
- Maintain a working knowledge of significant developments and trends in the field and recommend improvement in line with recommended practices.
- Work with senior staff members and their teams to ensure the mission of Jeremiah's Place remains relevant to and focused on the changing needs of the communities served.
- Oversee the monitoring and documentation of program outcomes.

HUMAN RESOURCES

- See that an effective management team, with appropriate provision for succession, and dedicated, well-qualified child care staff are in place.
- Ensure that job descriptions are maintained and current, that performance evaluations are held at least annually, and that sound human resource practices are in place.
- Lead in a way that fosters employee engagement, supports diversity and inclusion, and helps all employees perform at their best.

FINANCIAL MANAGEMENT

- Fundraise and develop other revenues necessary to ensure the financial health of the organization and adequate resources to meet its mission.
- Submit a proposed annual budget and monthly financial statements to the finance committee of the board, which accurately reflect the financial condition of the organization.
- Assure sound fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintains the organization in a positive financial position.
- Provide necessary documentation for outside auditors, helping to assure a clean annual audit.

COMMUNICATION AND COMMUNITY RELATIONS

- Serve as the primary spokesperson for Jeremiah's Place pursuant to the board's communication plan.
- Oversee marketing and other communications efforts.
- Develop strong partnerships with community organizations to promote collaborations, increase referrals, and monitor changes that may affect Jeremiah's Place and our participants.
- Publicize the activities of the organization, its programs, goals and impact

BOARD RELATIONS

- Collaborate with the board on the development and implementation of strategic plans and policies.
- Support the board chair in preparation for board meetings.
- Serve on board committees.
- Keep the board fully informed on the condition of the organization and provide information to ensure they reach sound policy decisions.

Qualifications

- Bachelor's degree required. Advanced degree preferred.
- Early Childhood, Child Development, Psychology, or related Education degree and one-year experience working with children preferred.

- Transparent and high-integrity leadership.
- Five or more years of senior nonprofit management experience.
- Ability to prioritize and manage multiple tasks, analyze and solve complex problems, and exercise sound judgment in a high-pressure environment.
- Experience and skill in working with a board of directors.
- Demonstrated ability to oversee and collaborate with diverse staff, program participants, and other stakeholders.
- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Strong financial management skills, including budget preparation, analysis, decision making, and reporting.
- Strong written and oral communication skills.
- Pennsylvania Act 33/34 and FBI clearances.

Work Environment

- Busy office / child care environment.
- Working in close proximity to co-workers and young children.
- Local and national travel required.
- Some evening and weekend work required.
- Physical requirements for the position include, on occasion, the ability to stand, walk, reach with hands and arms, climb, kneel, crouch or crawl and to lift and/or move up to 35 lbs.
- Some overnight on call shifts required - must be able to respond to on call demands within 45 minutes.
- Valid Pennsylvania Driver's License.

Starting Salary Range

- \$75,000 - \$85,000

How to Apply

Specific questions related to the position may be emailed to the contact below. Interested candidates should email their resume, specific cover letter, and salary expectations. All information will remain confidential.

All materials due by April 12, 2021.

David Dix, Board Chair
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