

## JOB ANNOUNCEMENT EXECUTIVE DIRECTOR

Infant/Child Enrichment Services (ICES) is a public benefit non-profit Agency located in Sonora, a rural community in the Sierra Nevada foothills, a 3 hour drive east from San Francisco. Yosemite National Park is in Tuolumne and Mariposa counties, the geographic area served by ICES. ICES has provided Child Care Resource and Referral, Child Care Subsidy and parenting education services for over 35 years with state, federal and local funding and an annual budget just under \$3 M. There are 2 offices with 13 employees.

**Salary Range:** \$63,000-\$69,456

**Job Summary and Key Responsibilities:** Reporting to the Board of Directors, the Executive Director provides leadership, vision, and direction of all agency activities to ensure accomplishment of its mission, vision, core values, and strategic initiatives. S/he is responsible for the overall management and operations, policy program and fiscal and personnel operations. The Executive Director also acts as agency representative to government agencies, funders, clients, and the community.

• **Minimum Qualifications:** • Bachelor's degree in appropriate field. Master's degree in Business Administration, Public Administration, or Child Development preferred. • A minimum of three to five years of senior management experience in the nonprofit or public

sector of similar size and scope. • Financial and/or business management of complex revenue streams, including budgeting, oversight, compliance, and reporting abilities. • Commitment to ICES' mission. • Ability to attract, develop, and retain staff as well as to maintain a high level of performance and utilize their talents. • Demonstrated communication skills, including speaking, writing, meeting-facilitation, and consensus building. • Fundraising experience with a proven track record in developing and maintaining relationships with government, foundations, and donors. • Ability to interact with clients, staff, and community members from diverse cultural, economic, and educational backgrounds. • Familiarity with Microsoft computer applications, database management, and the Internet as well as Social Media. • An automobile, insurance, and valid CA driver's license. • Successful background, credit and reference checks.

**Special Qualifications:** • Familiarity with child care and child abuse prevention fields. • Geographic and political knowledge of local service area. • Demonstrated successful grant writing.

## HOW TO APPLY

Job description can be found at [icesagency.org](http://icesagency.org)

Send a Cover Letter, Resume, Writing Sample and 3

References to [evelynt@icesagency.org](mailto:evelynt@icesagency.org)

References should include a prior supervisor/employer, individual you personally supervised and a community member you collaborated with through your work

Inquiries can be made via email

