

Nebraska Early Childhood Collaborative

Chief Executive Officer

The Nebraska Early Childhood Collaborative (NECC) uses a shared-services model to maximize efficiencies and raise the quality of early childhood education programs. NECC provides both back-office services (e.g. payroll, human resources, and fiscal management) and program services (e.g. coaching, professional development, enrollment, and substitute pool) to clients. These high quality services cost much less because clients share the cost of the specialized staff.

The NECC is in its first year of operation and has an operating budget of \$4.25 million. The NECC currently serves three large early childhood education providers with a collective budget of \$13.4 million. At this time, the client base consists of Buffett Early Childhood Fund grantees, but an important NECC goal is to increase and diversify its clientele to include other early childhood education providers from across the state.

The Board of Directors is seeking a founding Chief Executive Officer to establish a collaborative management model and culture that is client-focused and committed to efficiency and quality. The Chief Executive Officer reports to the Board of Directors through the President and manages a staff of 32 which is likely to grow as the client base increases. The CEO is ultimately accountable for achievement of the organization's goals.

Leadership and Management

- Provide collaborative leadership and direction to ensure the ongoing sustainability and growth of NECC as an efficient and accountable organization
- Ensure the successful development and execution of programmatic, administrative and financial activities, systems & policies to serve current and future clients
- Collaborate with the Board of Directors and senior managers to ensure that the organization's budget, staff, and priorities are successfully aligned with NECC's mission and strategy
- Recruit, lead, and develop key senior staff leaders to effectively manage the NECC's core programs and internal operations
- Develop and oversee NECC staff performance management & professional development system
- Ensure compliance with standards of all funders and regulatory agencies
- Establish a sustainable business model for shared services delivery, including standards, scope of work, pricing strategy/cost recovery, etc.

Financial & Administrative Oversight

- NECC fiscal oversight: Oversee the financial performance of the organization and the support provided to clients
 - Develop short and long range financial plans (e.g., setting financial priorities that ensure adequate support for clients, programs and services and support program growth)
 - Establish standards for and ensure adherence to requirements to consistently produce NECC's budget, monthly financials (income statement and balance sheet, fund balances, etc.) and ensure sound financial policies & controls are in place and in accordance with GAAP as evidenced by successful annual audits
 - Ensure compliance with relevant federal, state, and local fiscal regulations
- NECC grant oversight: Ensure effective implementation of the current five-year, multi-million dollar federal Early Head Start/Child Care Partnership grant which supports NECC operations and programming, including on time reporting, periodic assessment of NECC grant compliance and renewal readiness, and oversight of the successful grant renewal process and any related interface between NECC and oversight bodies.
- Client fiscal support: Oversee the agency's service provision to client organizations
 - Ensure that standards, policies and procedures are developed and implemented to facilitate accurate and transparent management of client financial reports, including budgets, monthly income and balance statements (P&L), fund balances and general ledger reports
 - Ensure timely invoice fulfillment, ad hoc report generation, and other contracted support to ensure effective client performance
- Client HR support: Ensure the provision of contracted HR services to clients

Program Oversight

- Oversee NECC's service provision to client organizations
 - Ensure that NECC programs and services (e.g., professional development, coaching, parent engagement, health services, technology support, others TBD) meet client needs
 - Monitor clients' program quality and performance to ensure consistency with client expectations and mutually-determined service levels, and ensure that quality is measured, maintained and improved
 - Ensure compliance with federal, state, and local regulations and funder program requirements

Client Customer Service & Support

- Determine optimal structures, systems and agreements to ensure effective and mutually accountable relationships between NECC and its clients
- Ensure effective and responsive client support & service provision to client organizations
- Provide advice to clients as appropriate
- Establish a data-based client satisfaction and service improvement system to ensure measurable increases in satisfaction and client utilization of NECC offerings

External Relations: Business Development, Communications & Fund Development

- Explore new client partnership opportunities and oversee the development and execution of a marketing plan to expand NECC's client base
- Represent NECC in related communities, projecting a positive public image of NECC, remaining attuned to the community needs and perceptions, and providing leadership in the development of NECC's public profile
- Deepen and refine all aspects of communications, from web presence to external relationships, with the goal of creating a strong brand for NECC
- Identify prospective public and private funding opportunities and manage grant application processes

Board Relations

- Expand, develop, and support a strong and engaged Board of Directors
- Advise and assist the Board on organizational, governance, and policy planning issues
- Develop and provide regular NECC Board meeting agendas and related materials on time; ensure any issues necessitating Board review and/or approval are addressed as required
- Ensure NECC is represented at client board meetings as required based on board agendas and topics addressed; establish personal relationships with client staff and board leaders

Qualifications

Preferred candidates will have proven leadership and management qualifications, including:

- Advanced degree, (MBA or equivalent), with minimum 10 years' senior leadership and management experience in the private, public and/or nonprofit sectors

- A collaborative leadership and management style which generates and sustains individual and organizational performance at all levels of the organization and the clients it serves
- Organizational management experience with the proven ability to create and sustain a management environment characterized by high-performance teams, as evidenced by low turnover, employee satisfaction, and achievement of organizational outcomes
- Demonstrated success establishing and implementing organizational objectives within a complex structure such as an association or shared services model
- Experience managing a financially complex organization (in excess of \$15 million) with success demonstrated by financial and organizational growth
- Familiarity with public and private early childhood education funding mechanisms (ideally including Head Start)
- An entrepreneurial spirit and comfort operating in a startup environment with a not-for-profit governance model
- Ideally, familiarity with the early childhood education system and the principles and best practices of early childhood education

This position is full time and located in Omaha, Nebraska. Competitive salary and benefits package commensurate with experience.

To apply, please submit resume and cover letter, including salary requirements, to NECC.CEO.SEARCH@buffettearly.org. Open until filled – first review of resumes begins March 21st.