



**Job Description**  
 The Miami Valley Child Development Center, Inc.

**Organization Profile**

Over the past 50 years, we have helped mold the social and academic futures of well over 100,000 young children in the Miami Valley region. Our work has led to MVCDC being recognized as the premier early childhood educator for Clark, Madison, and Montgomery counties. The largest child development center in the region with current enrollment exceeding 3000 students and a 110 classrooms. We also provide some services in Butler and Greene Counties through Child Care Partnerships.

We incorporate the High Scope curricula for math, literacy, science, social-emotional, physical, and creative learning. Our highly trained and loving staff prepare parents and children for school. Higher education, staff continuity and a strong love of children are the cornerstones of our programming. Children receive individualized attention through our excellent teacher to child ratio of 2:17 for preschool children and 2:8 for infants and toddlers.

We understand how important this is to our Programs. At Miami Valley Child Development Centers, Inc. our staff will earn your trust while providing you peace of mind that your child is safe. Our goal is to exceed your expectations when it comes to high quality care and early education for your child. Your child will be nurtured, loved, and encouraged to learn. Our goal is to ensure that children are ready to enter Kindergarten and continue at a high rate of learning. Includes Head Start, Early Head Start, State Funded Preschool, Full Day & Part Day Classrooms, Home-Based Programs, Farm-based Learning, and Montgomery County Preschool Promise.

<b>Job Title:</b> Chief Executive Officer	<b>Location:</b> Dayton, Ohio	<b>Compensation Range:</b> Salary and benefits commensurate with experience and education.
<b>Reports To:</b> MVCDC Board of Trustees	<b>Direct Reports:</b> Chief Operating Officer Chief Financial Officer Chief Innovation Officer Director of Human Resources Executive Secretary	<b>Authorities:</b> The CEO has executive oversight and responsibility for all aspects of MVCDC, Inc.

## Key Job Responsibilities and Skills

### Key Accountabilities:

The CEO has executive oversight and responsibility for all aspects of MVCDC, Inc. Responsible for creating a shared future vision and strategic plan for the organization with staff, community partners and key stakeholders.

Responsible for successfully leading staff and ensuring accountabilities for successful execution of the plan. Key characteristics include thorough understanding of government programs, community (ies) demographics and needs, inspirational leading of stakeholder groups to support vision, excellent interpersonal skills to communicate successful creation and execution of the vision.

The CEO will lead the executive team members in providing direction and oversight of agency functioning with Chief Operating Officer running all day-to-day aspects of the business. Establishes excellent rapport and provides inspirational leadership with full staff. Develops key relationships with community stakeholders such as social agencies, schools, universities, etc.

The CEO will be an integral part of Strategic Planning: Keeps informed of industry, funding and business impacts and shares regularly with staff. Leads strategic planning effort and formal documentation for 5-year strategic plan. Builds communication plan for all stakeholders and effective actions and metrics to ensure success.

### Skills Needed

Experience in strategic and long-range planning, performing competitive investigations and strategic analysis of industry capabilities, introduction of new programs/strategies with the ability to make recommendations that determine new services and strategy for market introduction.

Ability to work effectively both individually and collaboratively within a team setting. Strong ability to collaborate with subordinates, Board Members, Business and Community Leaders while maintaining the highest level of personal and professional ethics. Willingly takes the lead when challenges occur. Servant Leader style – “leads from behind” or leads by example with direct reports – willing to get his/her hands dirty when necessary. Able to demonstrate humility through his/ her leadership style.

History of past successful operational performance, demonstration of resolving tough problems with creative solutions. Understanding of government programs entering the marketplace and forecasting new services or products.

Building a high-energy environment while mentoring subordinates and retaining and identifying new staff. Ability to inspire and guide direct reports to action supporting, mentoring, accountabilities and developing of the knowledge and skills to help individuals reach goals while providing guidance. Process oriented with strong organizational skills and the ability to handle multiple projects and deadlines. Excellent research and documentation skills. Strong interpersonal, oral and written communication skills.

Providing overall strategic and operational direction to MVCDC. Additionally, assist the senior management team in establishing strategic plans, operating policies and the leadership necessary to enhance growth and operating efficiencies while maintaining controls and sound procedures throughout the organization. Makes a material contribution to the Company’s strategy. Raises relevant strategic issues for MVCDC or functional strategy beyond their own area, potentially influencing and shaping the strategic planning process.

The CEO will build Strategic Partnerships and identify and work to build strategic relationships and partnerships within community (ies) and government programs at both the local and the broader, state and national levels. Represents MVCDC at key conferences, establishing the agency as a leader and driver of innovation in the early childhood space.

The CEO will build a culture of innovation in the agency, bringing creative thinking and actions and challenging staff to the same under the leadership of the Chief Innovation Officer.

The CEO will build a strong financial leadership and accountability team under the direction of the Chief Financial Officer. Understands government program funding streams, regulations and program accountability. Leads and oversees team in securing all federal, state and local funding through grant applications; identifies new funding source opportunities as appropriate.

Staff leadership and development: Working with the Director of HR develops innovative people strategies to deliver a workforce that enables the strategic plan goals and establishes MVCDC as an employer of choice. Create and/or improve the organizational structure so that it is suited to the mission of the team.

Builds coalitions through give and take; gains cooperation from others to obtain information and accomplish goals; anticipates the reactions and objections of others. Delivers clear, convincing and well-organized presentations; projects credibility and poise even in highly visible, adversarial situations.

Champions new ideas and initiatives; identifies new services and product opportunities and makes them a reality; fosters innovation and risk taking. Knowledge to develop a dynamic work environment in conjunction with establishing information sharing, direction and accountabilities. Team leadership skills with the capacity to build synergies and collaborations across the organization. Ability to facilitate open communication to develop new ideas and solutions.

Ability to coordinate, monitor operating cost and budgets. Experience analyzing financial statements, managing cash flow and establishing controls to safeguard funds. Experience reviewing income and cost relative to the goals. Learning capabilities of traditional and nontraditional funding sources

Self-motivated and shows passion for the profession, constantly challenging them self to do better. Having the aspiration to and the ability to work toward a high level of success, wanting a challenge to seek demanding situations beyond current experience or skill level. Ability to focus on achieving results that promote business success.

Fostering Open Dialogue: Promotes a free flow of information and communication throughout the organization (upward, downward, and across); listens actively; encourages open expression of ideas and opinions. Drive for Success: Sets and pursues aggressive goals; drives for results; demonstrates a strong commitment to organizational success; works to do what is best for all stakeholders.

## **Core Competencies**

- Demonstrates passion and leadership
- Excellent team builder and enterprise level leader
- Visionary thinking
- Demonstrated success conveying and executing vision
- Excellent verbal and written skills
- Strong collaborative skills, working with cross-functional stakeholders and external partners including state agencies, elected officials, community partners and business leaders

## **Character Dimensions:**

High energy, service oriented, decisive, collaborative, innovative, forward-thinking, strong communication skills, ability to influence, flexible, diplomatic, self-directed, high standards of performance, goal driven, high morals and strong values with high ethical standards.

## **Experience:**

Seven (7) or more years of senior executive leadership experience is required.  
Demonstrated success responding to and securing grant awards preferred

## **Educational and Professional Development:**

Master's Degree in Early Childhood Education, Human Service, Business or Public Administration or related areas.

## **Ideal Profile:**

CEO or Senior Leader for a non-profit organization. Senior Leader in early childhood, Head Start or government programs preferred.



*Since 1988*

*For immediate consideration please call or email your resume to Tom Lovett, President and Sr. Partner*

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