



# VICE PRESIDENT

## CHILD & YOUTH DEVELOPMENT

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**DEPARTMENT:** Child & Youth Development

**REPORTS TO:** Chief Executive Officer

**CLASSIFICATION:** Exempt

**# OF HOURS:** Full-Time, 40 hrs

**PAYRATE:** D.O.E.

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### **POSITION PROFILE:**

For more than 30 years, SAY San Diego has been a leader in providing high quality preschool and extended learning opportunities to San Diego children. The Vice President, Child and Youth Development (VP-CYD) is an executive leader in charge of a large program unit, serving approximately 4,000 children, from preschool through grade 8, and their families daily. The VP-CYD must have a passion for child and youth development, and deep knowledge of early learning and educational enrichment. The position ensures the quality, safety, sustainability and growth of current programs, across more than 40 sites, for preschools, as well as Kindergarten-Grade 8 extended learning programs, held before and after school and on school breaks. The position also provides for engagement of parents and community members, builds partnerships with school districts and others, manages a staff of approximately 250 and a budget of more than \$6.5 million, and maintains diversified funding for the unit, including earned income, public contracts and private grants.

### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

#### **PROGRAM MANAGEMENT AND TEAM BUILDING**

- Serves as executive leader of a major program unit, supporting and communicating with staff members regarding agency-wide and unit-wide planning, strategic priorities, programs, and staff development. Sets a positive, collaborative atmosphere.
- Hires, supervises and develops key management positions in the unit. Oversees supervision, evaluation and training of all unit staff to assure program quality and adherence to regulations.
- Monitors and realigns enrollment at all program centers to assure enrollment and staffing are balanced for a quality program, which meets all regulations and fiscal goals.
- Ensures facilities provide a healthy and safe environment for children and employees, including but not limited to adherence to regulations, as well as maintenance of leases and contracts with school district(s).
- Ensures that the unit and all of its programs are up to speed in the use of technology to advance quality and efficiency, and create greater access and opportunity to participating children and families.

#### **PROGRAM DESIGN, DEVELOPMENT AND QUALITY**

- Develops new programs and/or services in keeping with agency goals and objectives, and needs of children and families.
- Stays apprised of best practices in the field and strives to keep unit programs in synch with them.



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- Develops and implements key performance indicators for all unit programs; engages in continuous quality improvement based on the data gathered.
- Engages parents as partners in program development and evaluation. Addresses parental concerns and develops solutions when needed.
- Ensures contractual, legal and regulatory requirements are met and monitored with an eye toward positive compliance and ongoing high performance.
- Engages community organizations and volunteers as partners in programming.

### **RESOURCE DEVELOPMENT AND MANAGEMENT**

- Develops an annual plan to forecast opportunities and needs for program growth and sustainability 1-2 years out, for the whole unit, considering program design, client/community needs and trends, and agency strategic goals.
- Initiates, with the CYD unit team, new ideas and related program designs and proposals to generate new revenues, including contracts, grants, and user fees.
- Creatively and effectively measures and communicates program needs and results to participating program families, partners and funding sources.
- Chiefly responsible to effectively market fee-based programs of the unit to the public.

### **GENERAL**

- Maintains cordial relationships and conveys a positive image of the agency with various stakeholders, including referral sources, funding sources, public officials, program participants and local community groups.
- Acts as an agency spokesperson; represents or designates representative(s) to communicate the mission and results of SAY San Diego and the CYD Unit to parents, the public, funders and other key stakeholders.
- Has and maintains positive and supportive relationships with coworkers and staff.
- Communicates positive and negative feedback from the community to the senior management team and CEO.
- Other tasks as assigned.

### **QUALIFICATIONS (Education, Experience and Certifications):**

- Master's Degree in Child/Youth Development, Elementary Education or related field or commensurate experience.
- Minimum of five years of professional experience in senior management, in a large youth and family serving organization.
- Strong, demonstrated experience in developing partnerships, and negotiating effective contracts and relationships.
- Resource development experience, including grant writing, fund development, business planning, creative use of volunteers and in-kind resources.
- Demonstrated success in outcome-based programming, development and tracking of key performance indicators; success in using evaluation for program improvement and growth.



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- Experience supervising and interacting with seasoned, knowledgeable staff and high performing teams; strong relationship builder and communicator.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of the human resource needs related to the unit's workforce.
- Demonstrates integrity, excellence, and ability to motivate others to new levels of performance.
- Ability to use technology and information/media systems to boost efficiency and quality, in areas of enrollment, marketing, communications with staff and families, etc.
- Excellent budget development and management skills.
- Excellent oral and written communication skills.
- Ability to manage multiple demands and work independently in a flexible work environment.
- Knowledge of regulatory and legal needs for CYD programming; demonstrated ability to stay current in such knowledge.
- Access to reliable transportation and willingness to use it for job-related tasks.

### **WORKING CONDITIONS:**

**ENVIRONMENT:** Office and occasional off-site functions. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level.

**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

**MENTAL:** Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, and tactful and be able to provide professional leadership.

*The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*