

San Francisco Early Learning Alliance

San Francisco Early Learning Alliance (SFELA) is committed to promoting child care center program quality by providing efficient back-office services so that center leaders and staff can focus on what matters most: children, families, and teachers. A nonprofit organization, SFELA works with client centers serving low-income children and families who receive government funding and face a myriad of paperwork and demands without sufficient funding. The Alliance's unofficial motto is "Make the impossible doable." We work with each client center to identify their pain points and provide customized business services including accounting, enrollment, child care subsidy management, reporting, and human resource compliance. Founded in 2015, the Alliance is funded by the Mimi and Peter Haas Fund as well as fees from participating centers. To learn more about SFELA visit: <http://www.sfela.org>.

In light of the organization's initial success and continuing need for its services, SFELA is embarking on a process to envision its next five years, including planning for the retirement of its founding Executive Director and recruitment of and successful transition to a new Executive Director.

General Position Description

SFELA's Executive Director is responsible for strategy and service development, child care subsidy management expertise, business operations, and resource development. The Director establishes clear goals and direction, inspires and leads a small staff and team of partner agencies, provides direct services to clients, partners with the SFELA Board of Directors, and champions SFELA's vision, goals, and values.

Key Responsibilities

- Oversee development, implementation, quality, measurement, and promotion of programs, products and services with executive-level leadership, initiative, and ability to prioritize.
- Anticipate, understand, and implement changes to comply with early education public funding requirements for low-income children and families on behalf of client centers. Provide stakeholder input to relevant agencies on operationalizing new policies.
- Establish and build strong cooperative relationships with clients, donors, and other key stakeholders and partners within the broader childcare and shared services ecosystem.
- Lead and inspire staff to accomplish the goals of the organization and fully embrace the mission and values.
- Design effective fiscal systems and services to manage accounting and P&Ls on behalf of client centers.
- Ensure adequate funds from diverse, ongoing revenue streams to further the organization's mission and programs.
- Build strong relationships with the SFELA Board of Directors and advise on governance best practices, responsibilities, risk management, finance, legal, and fundraising.
- Ensure compliance with relevant nonprofit regulations and keep transparent and accurate records.
- Stay current in developments and trends relevant to the mission and make recommendations as appropriate.
- Serve as SFELA spokesperson to promote its mission, programs, and values.

Knowledge, Skills and Experience Desired

- Commitment to expanding access to quality early learning for low-income children and their families required.
- Knowledge of and experience managing California subsidized early education funding streams required.
- Experience in planning, budgeting, and fiscal management for early care and education organizations serving low-income children and families, including managing public contracts and vouchers.
- Exceptional interpersonal, verbal and written communication skills.
- Solid knowledge of nonprofit accounting principles, financial procedures, and practices.
- Minimum five years of experience in relevant field.

SFELA believes that diversity of background and experience enriches our team and stakeholders. If you do not have experience in all of the areas detailed above, we hope that you will share your unique background with us in your application and how it can be additive to our team.

Physical Requirements

While performing the responsibilities of the job, the employee frequently sits, and occasionally stands, walks, talks/listens, stoops, kneels, crouches or crawls, and reaches with hands and arms. The employee occasionally lifts up to 20 lbs. Close and distance vision and manual dexterity to use a telephone and computer are required.

Employment Type

Full time position.

Wage Range

\$110,000 - \$140,000 depending on experience

To Apply

Please submit a cover letter and resume to sfela@gmail.com and include Executive Director Search in the subject line.