

# **YMCA OF THE EAST BAY-EARLY CHILDHOOD IMPACT DIRECTOR OF ADMINISTRATION**

Founded in 1903, the YMCA of the East Bay is an association of men, women and children joined together by a shared commitment to nurturing the potential of every child, improving our communities' health & wellbeing, and giving back and providing support to our neighbors. Every day, we work side-by-side with our neighbors in Alameda and Contra Costa Counties to ensure that everyone, regardless of age, income or backgrounds, has the opportunity to learn, grow and thrive.

For more information about the YMCA of the East Bay, visit [www.ymca-cba.org](http://www.ymca-cba.org)

We are seeking a Director of Administration for our Early Childhood Impact Branch.

Under the direction of Vice President of Early Childhood Impact, the Director of Administration directs all administrative functions within Early Childhood Impact including contract compliance, enrollment, data management and information technology, program policy, and federal/state reporting. Develops programmatic goals and performs ongoing quality assurance of all assigned areas within this unit. Manages teams and activities that include employees, consultants, volunteers and others. Collaborates across departments of the YMCA and supports overall strategic goals and team planning. Maintains internal and external relationships to enhance the YMCA's reputation within communities, Early Childhood associations and committees, industry peers, philanthropy, and government sectors. Manages a diverse program unit to advance the well-being of the Early Childhood Impact department by promoting cross team collaboration and support of overall functions.

## ***Administration/Program Management***

Oversees and ensures the implementation of all routine administrative functions of the organization, including, but not limited to:

1. Ensures compliance with federal/state and local requirements, including: eligibility, recruitment, selection, enrollment and attendance (ERSEA), grant applications, federal/state reporting, annual report(s), Program Information Report, Annual Self-Assessment and Ongoing monitoring reports, etc.
2. Ensures all grant information and data are entered consistently and correctly into the grants management system and databases.
3. Manages tasks associated with program development, including preparing grant applications, arranging meetings and site visits, and monitoring the timely submission of reports and materials.
4. Oversees development of outreach and media including: brochures, fact sheets, press releases, photographs, or scripts to media representatives and other persons who may be interested in learning about and publicizing organization's activities of services.
5. Directs and participates in efforts to improve the general administrative and programmatic operations of the department and agency; ensures adequate support across program operations.
6. Oversees and manages administrative budget.

## ***Supervisory***

7. Provides overall direction, coordination, deliverables and evaluation of the direct reports.
8. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws; including interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, acknowledging and disciplining employees; addressing complaints and resolving problems.

**Facilities**

9. Oversees and supervises facilities staff and coordinates work orders for the various ECE agency facilities.
10. Under the supervision of the Vice President, and with input from senior Directors works in conjunction with Director of Facilities for submittal of grant requests to funders for facility repairs and renovation projects. Provides oversight and Project management, including follow-up, for such renovation and repair projects with the Director of Facilities and Fiscal staff.
11. Oversees and ensures adequate supervision of agency facility in a manner that safeguards the agency from liability, theft, neighbor complaints, and facility damage.

**Data Management and IT**

12. Oversees IT staff to ensure that website content for related program areas including descriptions, grant information, and publications is up-to-date.
13. Prepares and submits timely information needed for the general internal management of the department.
14. Creates a team to support the development of a new data management system(s) to improve efficiency in all aspects of the administration of the program, including, but not limited to, the use of technology - platforms, training, and policies and procedures manuals for program and maintenance functions.
15. Manages and monitors files and record keeping systems, both electronic and hard copies.

**Other duties as may be required.****EDUCATION and/or EXPERIENCE:****EDUCATION, EXPERIENCE and OTHER REQUIREMENTS:**

1. Master's Degree in Early Childhood Education, Human Services, Education Administration, Business or a closely related.
2. Five years progressively responsible professional experience which demonstrates significant supervisory and administrative responsibilities.
3. Strong knowledge of theories and practices of federal/state subsidized programs.
4. Excellent oral and written communication skills.
5. Valid California Driver's License/proof of auto insurance/annual DMV check required.
6. Criminal record clearance and health requirements that include physical exam, TB and immunizations.

**Compensation:** Based on education and experience.

Please submit your application, resume, and references to:

Venise Boykin-Administrative Coordinator  
2009 10<sup>th</sup> Street, Berkeley, CA 94710  
(510) 809-2262  
[vboykin@ymca-cba.org](mailto:vboykin@ymca-cba.org)

**NOTE:** Applications can be downloaded from our website at [www.ymca-cba.org](http://www.ymca-cba.org) or picked up in person at the above address

**CLOSING DATE:** September 15, 2017