



## Sierra Nevada Children's Services

### **About the area:**

Nevada County is rich in culture with a laid-back attitude. Families gather often at festivals and fairs. School sporting events are a community event. With winemakers, craft beer, and a huge art culture the lifestyle is designed specifically for entertainment and quality of life. There are recreational opportunities for everyone, and the Sierra fresh air flows over the lakes, mountains hiking/biking trails, and parks. Enjoy a community with a beautiful backdrop of nature.

### **About our organization:**

Sierra Nevada Children's Services (SNCS) enriches the community by supporting quality childcare and empowering families to aspire to lifelong success. We are a private, nonprofit childcare resource and referral agency that has served families, early childhood professionals, and the community since 1978.

With an annual budget of approximately \$4.5 million, SNCS utilizes state funding resources and community partnerships to actively support whole family growth and individualized personal development. As an agency dedicated to working with children and families, we thrive on our ability to provide quality assistance, compassion, and respect to everyone we assist.

### **About the position:**

The Executive Director is the key management leader of Sierra Nevada Children's Services (SNCS). The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization. The position reports directly to the Board of Directors.

Objectives of this role:

- Work closely with the board of directors and committees, informing, assessing, and addressing issues that affect the organization
- Oversee the daily operations of the organization, providing executive direction of all program strategy, compliance, quality assurance, and program efficiency
- Responsible for the fiscal integrity of SNCS, including submission to the Board of a proposed annual budget and oversight of monthly financial statements, which accurately reflect the financial condition of the organization

- Identify and implement staffing requirements for efficient operations, maintaining a strong culture and work climate that attracts and retains staff, and drives the organization's mission
- Comply with all federal, state, and local legislation

**Responsibilities:**

- Keep abreast of industry updates and legislation
- Monitor contracts to ensure full utilization
- Routinely assess the budget needs of the organization
- Build and lead an effective team dedicated to fulfilling the organization's mission through highly successful program implementation, community engagement, and funding targets
- Serve as the primary spokesperson to the organization's constituents, the media, and the general public
- Other duties as assigned by the Board of Directors

**Skills and qualifications:**

- Bachelor's degree in business, human resources, or finance or other comparable
- 7+ years of senior management experience, preferably with a nonprofit
- Strong fiscal experience with basic knowledge of fund accounting preferred
- Knowledge of leadership and management principles related to nonprofits
- Proven success working with a board of directors
- Dynamic and charismatic team player who enjoys being the public face of an organization
- Exceptional verbal, written, and visual communication skills

**To Apply**

To be considered for the opportunity, please send a resume and cover letter to:

Attn: Christine Hoxsie, HR Administrator  
420 Sierra College Drive, Suite 100  
Grass Valley, CA 95945  
ChristineH@sncs.org  
530.272.8866, ext. 223

The salary range for this position is \$100,000 - \$125,000 dependent upon experience. SNCS offers full health benefits, 401(k) with a 4% match, as well as paid vacation, holiday and sick time.



420 Sierra College Drive, Suite 100, Grass Valley, CA 95959 – 530/272-8866