



**Job Title:** Executive Director

**Location:** Burlington, VT

**Organization:** The Janet S. Munt Family Room

**About Us:**

The Janet S. Munt Family Room is a parent-child center located in the heart of Burlington. We are dedicated to fostering connections within families, providing educational opportunities, supporting healthy child development, and building a strong, inclusive community. Our programs include playgroups, educational classes, home visits, Preschool, and other supports to address the concrete needs of families and help them realize their potential.

**Position Overview:**

We are seeking an Executive Director who is passionate about our mission, has strong leadership skills and experience in nonprofit management, and values the strengths of our diverse community. The Executive Director will be responsible for overseeing all aspects of the organization's operations, including fundraising, program development, financial management, community relations, and staff supervision. A detailed job description can be found at: [www.thefamilyroomvt.org](http://www.thefamilyroomvt.org).

**To Apply:** Please submit your resume and a letter of interest, including responses to the questions below, to [careers@thefamilyroomvt.org](mailto:careers@thefamilyroomvt.org) with the subject line "Executive Director Application" by January 20, 2025.

- What is it about our mission that resonates with you and how would this be reflected in your leadership style and practices?
- What knowledge, skills, and experience would you bring to the position and how would you use them to further our mission?

*The Janet S. Munt Family Room seeks to create an environment that respects and honors all individuals and their unique contributions to our mission. One of our core strengths is the diverse backgrounds of our program participants, staff, and volunteers. We recognize that great leaders come from many, varied backgrounds and experiences. We strongly encourage candidates who may not meet every qualification to apply. If you are passionate about our mission, have transferable skills, and a strong commitment to learning and growth, we would love to hear from you.*



## Executive Director

### Position Summary

The Executive Director (ED) is responsible for leading The Janet S. Munt Family Room in fulfilling its mission of providing high quality programs and services to support children and families. The ED will lead program delivery, financial sustainability, organizational strategy, and external relations while maintaining a positive and inclusive organizational culture for staff and families.

### Key Responsibilities:

#### 1. Leadership

- Provide visionary leadership and strategic direction for the organization.
- Foster an inclusive organizational culture that values diversity, equity, and staff development.

#### 2. Program Operations and Organizational Strategy

- Ensure that all programs are financially sustainable, mission-aligned, and responsive to the community's needs.
- Collaborate with program staff to track and improve program outcomes.
- Lead the implementation of the organization's strategic plan, in collaboration with the Board and leadership team.
- Oversee operational systems, ensuring that organizational processes are efficient, impactful, and support program growth and sustainability.

#### 3. Financial Management

- Develop and manage the annual budget.
- Maintain accurate financial records and ensure timely, accurate reporting to the Board and funders.
- Uphold fiduciary responsibilities and ensure financial compliance with all laws, regulations, and internal policies.

#### 4. Fund Development

- Collaborate with the Development Director and the Board to set annual fundraising goals and develop comprehensive strategies to meet them.
- Work closely with the Development Director to identify, cultivate, and secure new revenue sources, including grants, individual donors, and other fundraising opportunities.

#### 5. Community Engagement and Advocacy

- Serve as the primary spokesperson for the organization at community events and forums, in the media, and with key stakeholders.
- Build and maintain strong relationships with community partners, donors, and local leaders to further the organization's mission and expand its network of supporters.
- Collaborate with other Parent Child Centers and organizations to share best practices, resources, and strategies for enhancing service delivery.
- Advocate for policies and initiatives that support early childhood education and family support services.

## 6. Board Relations

- Develop and maintain an effective partnership with the Board, ensuring regular communication and transparency regarding operational performance, program outcomes, and the financial health of the organization.
- Support Board recruitment of new members who are aligned with the organization's mission.

## 7. Personnel Management

- Collaborate with the Human Resources Coordinator to manage all HR functions and ensure compliance with legal and regulatory requirements.
- Lead, supervise, and support staff and leadership team, ensuring strong internal communication and collaboration across the organization.
- Foster a positive workplace culture that prioritizes staff retention, professional growth, and diversity.

## 8. Knowledge, Skills and Experience

- Degree in a relevant field (e.g., nonprofit management, social work, education) or equivalent experience.
- Experience in nonprofit management including leading teams, managing personnel, overseeing budgets and fundraising, executing strategic plans, and maintaining compliance with relevant policies and regulations.
- Strong commitment to children and families and deep understanding of early childhood, families, and community support.
- Strategic, innovative problem solving and ability to multitask.
- Strong leadership and management skills, with the ability to inspire and lead a diverse and dynamic team.
- Excellent oral and written communication skills and ability to engage with a wide range of internal and external stakeholders from diverse backgrounds, including staff, board members, parents, children, service providers, public officials, volunteers, and donors.
- Growth mindset including interest in gaining new skills and knowledge, ability to accept feedback, commitment to capacity-building, and persistence in the face of obstacles.

This full-time, exempt position reports to the Board of Directors and works primarily in our Burlington, VT space. Occasional travel is required to various locations within Vermont for meetings, events, and community outreach.

### **Salary Range and Benefits:**

**Salary:** Dependent on candidate qualifications and experience.

**Benefits:** Paid holidays, Combined Time Off (CTO), Health insurance (medical, dental & vision), Retirement Plan, Group Short-Term Disability Plan.

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