



COLORADO PARENT & CHILD FOUNDATION
BECAUSE HOME IS WHERE THE START IS

Colorado Parent &
Child Foundation
Denver, Colorado

EXECUTIVE DIRECTOR

Leadership Profile/ Position Description

This Leadership Profile is intended to provide information about the Colorado Parent & Child Foundation and the position of Executive Director. The material presented in this Leadership Profile should be relied on for this stated purpose only.

Interested candidates should submit materials (cover letter describing interest in and qualifications for the position, resume, five professional references) to:

search@cpcfonline.org

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I. The Organization

Background

Founded in 1991 by community volunteers who believed that parents are their child's first and most important teachers and that the home is the most influential early learning environment, the Colorado Parent & Child Foundation promotes and supports high-quality early childhood programs and family initiatives which inspire parent involvement and facilitate school readiness. To achieve this mission, the Colorado Parent & Child Foundation works in partnership with a network of organizations across the state to provide parents of young children with the knowledge, tools, and support they need to guide their child's growth, learning and development. The Colorado Parent & Child Foundation maintains and advances two evidence-based early childhood home visitation models to reach vulnerable families of children ages 0-5 where they are: in their homes and on their terms, resulting in proven increases in parental knowledge of early childhood development, reduced rates of child abuse and neglect, higher parent involvement, and the increased school readiness and academic success of their children.

About Our Programs

The Colorado Parent & Child Foundation serves as the nationally designated official statewide organization for advancing the Home Instruction for Parents of Preschool Youngsters (HIPPY) and Parents as Teachers (PAT) evidence-based home visiting models.

HIPPY

HIPPY is an evidence-based early childhood home visiting model that helps parents prepare their three, four, and five year old children for success in school and beyond. The goals of HIPPY are:

- To promote young children's cognitive and social development so that they can acquire the specific skills necessary for success in the early school years and beyond.
- To provide parents with the training and support to become actively involved in the education of their children – establishing the home as a positive and supportive learning environment.
- To encourage parents' active involvement in the school and community activities, enabling them to become effective advocates for their children and communities.
- To promote parents and/or primary caregivers' interests and actions in advancing their own education, professional training and experiences, and personal development.

The HIPPY model includes four distinct features:

- A developmentally appropriate curriculum for preschool-aged children
- Weekly home visits to families (over a 30 week period) and monthly group meetings
- Role play as the method of instruction
- A staffing structure which includes peer home visitors from the community (typically recruited from the parent population served) and professional coordinators with sensitivity to the needs of vulnerable families

There are currently seven (7) HIPPY Program Sites in Colorado:

- Adams County Head Start (serving Adams County)
- Catholic Charities Diocese of Pueblo (serving Pueblo and Crowley Counties)
- Clayton Early Learning (serving Denver County)
- Focus Points Family Resource Center (serving Denver County)
- Jefferson County Public Schools (serving Jefferson County)
- La Llave Family Resource Center (serving Alamosa, Costilla, and Saguache Counties)
- Northeast Behavioral Health/Family Connects (serving Weld County)

These Colorado sites reach over 700 vulnerable children and their families through the direct service of

55 HIPPY Home Visitors.

The Colorado Parent & Child Foundation is the official state office for HIPPY in Colorado, as designated by and working in partnership with the Little Rock, Arkansas-based national headquarters for HIPPY USA.

PAT

Parents as Teachers is an evidence-based early childhood home visiting model that provides the information, support, and encouragement parents need to help their children develop optimally during the crucial early years of life. The goals of Parents as Teachers are:

- To improve child health and development
- To prevent child abuse and neglect
- To increase school readiness
- To increase parent involvement in children's care and education

The Parents as Teachers model reaches families of children prenatal to age 5, and provides:

- Monthly or twice-monthly home visits to families for at least 2 years
- Monthly group meetings
- Family assessment as well as child health, hearing, vision, and developmental screening
- A resource network

There are currently 30 PAT Program Sites in Colorado:

- Arapahoe County Early Childhood Council (serving Arapahoe County)
- Bright Futures (serving Montrose, Ouray, and San Miguel Counties)
- Catholic Charities Diocese of Pueblo (serving Pueblo and Crowley Counties)
- Colorado Springs School District 11 (serving El Paso County)
- Community Partnership Family Resource Center (serving Teller County)
- Custer County Transitions (serving Custer County)
- Delta County School/Library District Family Literacy (serving Delta County)
- Eagle County Early Head Start (serving Eagle County)
- Estes Valley Investment in Childhood Success (serving Larimer County)
- The Family Center of Fort Collins/La Familia (serving Larimer County)
- Family Development Center of Steamboat Springs (serving Routt County)
- Family & Intercultural Resource Center (serving Summit County)
- Family Star Montessori (serving Denver County)
- Focus Points Family Resource Center (serving Denver County)
- Growing Home (serving Adams County)
- Hilltop Community Resources (serving Mesa and Montrose Counties)
- La Llave Family Resource Center (serving Alamosa, Costilla, Rio Grande, and Saguache Counties)
- La Plata Family Centers Coalition (serving La Plata County)
- Metropolitan State University of Denver (serving Denver County)
- Morgan County Family Center (serving Morgan County)
- Mountain Resource Center (serving Jefferson and Park Counties)
- Northeast Behavioral Health/Family Connects (serving Weld County)
- Parenting Place (serving Boulder County)
- Park County Re-2 Schools (serving Park County)
- The Pinon Project (serving Montezuma County)
- Rocky Mountain PAT (serving Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, Jefferson Counties)
- Salida Schools/Chaffee County Early Head Start (serving Chaffee County)
- Starpoint (serving Fremont County)
- Tri-County Family Care Center (serving Bent, Crowley and Otero Counties)

These Colorado sites reach over 2,500 vulnerable children and their families through the direct service of 105 PAT Parent Educators.

The Colorado Parent & Child Foundation is the official state office for PAT in Colorado, as designated by and working in partnership with the St. Louis, Missouri-based international headquarters for Parents as Teachers.

About Our Scope

As the “state office” for HIPPPY and PAT, the Colorado Parent & Child Foundation provides the network of local HIPPPY and PAT sites throughout Colorado with advocacy and strategic positioning, training and technical assistance, data and evaluation, fidelity and quality assurance, and some intermediary funding support. The Colorado Parent & Child Foundation works in close collaboration with multiple national and state level partners to integrate our program efforts with other complementary efforts so as to eliminate possible duplication of services and to provide a comprehensive set of services and supports to families of young children.

About Our Budget

The Colorado Parent & Child Foundation currently has an annual budget of approximately \$2 million, which is derived primarily from governmental and foundation grant sources that must be acquired annually. Major funders include:

- AmeriCorps (federal Corporation for National & Community Service, through Serve Colorado/ Office of the Lt. Governor)
- Maternal, Infant and Early Childhood Home Visiting (federal Affordable Care Act, through the Colorado Dept. of Public Health & Environment, transferring to the Colorado Dept. of Human Services)
- Social Innovation Fund (federal Corporation for National & Community Service/Mile High United Way)
- Tony Grampas Youth Services (state, through the Colorado Dept. of Public Health & Environment, transferring to the Colorado Dept. of Human Services)
- Temple Hoyne Buell Foundation
- Rose Community Foundation
- Daniels Fund
- The Colorado Health Foundation
- The Denver Foundation
- Caring for Colorado
- CoBiz Financial – Biz Bash (beneficiary 2013 and 2014)

Other foundation, corporate, and individual contributions also comprise the annual budget. In addition, the Colorado Parent & Child Foundation receives some fee-for-service revenue. The Executive Director position is currently responsible for securing and maintaining these funding sources.

Current Situation

After nearly ten years of exemplary leadership, the current Executive Director, Melissa L. Kelley, has decided to step down, effective September 30, 2013. The Board of Directors is seeking to identify and recruit an accomplished and creative leader with a passion for early childhood to build on the successes of the organization and take it to the next level.

*For more information about the Colorado Parent & Child Foundation,
please see www.cpcfonline.org.*

II. The Position and Opportunity

Title

Executive Director

Location

Denver, Colorado

Reports To

Board of Directors

Direct Reports

- Assistant Director/Director of Grant Initiatives & Special Projects
- Program Officer/Director of Data Systems
- Program Officer/Director of Training, Program Development & Health Initiatives
- Grants Manager/Accountant

Summary of Position

The Executive Director is the lead organizational position responsible for providing overall leadership of the Colorado Parent & Child Foundation and its programs, ensuring consistent achievement of the organization's mission, implementation of its policies, goals, and objectives, and all aspects of fund development and stewardship, short-and long-term strategic planning, advocacy, collaborative partnerships/strategic positioning, assurance of program quality and fidelity, supervision of staff, and management of day-to-day organizational functioning and operations.

III. Qualities and Qualifications

Essential Qualifications & Experience

- Master's degree or equivalent.
- A minimum of 5+ years in a senior level management or leadership position in nonprofit organization or governmental entity.
- Demonstrated success overseeing multiple complex governmental grants, including subgranting.
- Experience securing foundation grants and other private resources that align with the mission and purpose of the organization.
- Proven effective performance in establishing and growing beneficial relationships and partnerships with Board members, funders, community representatives, government officials, potential program partners, and other appropriate leaders.
- Experience and capability in government relations and policy/advocacy.
- Experience working with boards, including demonstrated organizational, operational, and financial acumen and the ability to communicate accurate and timely information to key stakeholders.
- Knowledge and experience with organizational budgeting, strategic planning, and evaluation.
- Knowledge of legal requirements for nonprofit organizations.
- Knowledge of legal requirements of governmental grants.
- Articulated belief in the mission and programs of the Colorado Parent & Child Foundation.

Leadership & Management Competencies

Leadership and Strategic Positioning

- Provide leadership and vision for the implementation of the organization's strategic plan and mission.
- Maintain a high profile for the Colorado Parent & Child Foundation within its local, statewide, and national constituencies, including funders, policy-makers, government leaders, and other nonprofit organizations.
- Be an effective, visible advocate for the movement to inspire parents as their child's first teacher.
- Initiate and encourage collaboration with other foundations, organizations, and leaders in the field of early childhood, parent education, and home visiting.
- Serve as the organization's primary spokesperson and advocate, clearly articulating its mission, programs and impact to increase visibility and enhance the Colorado Parent & Child Foundation's reputation and standing. This includes representing the organization routinely at local, state and national events through speaking; serving on boards and committees; and communicating frequently and consistently information of relevance to community leaders, funders, and other stakeholders.
- Maintain and promote a synergistic relationship with the national offices for the models promoted by the Colorado Parent & Child Foundation (HIPPI and PAT), and other key partners as appropriate.
- Keep abreast of current research and trends in the fields of early childhood and early literacy, parent education, and home visiting.

Operations

- Ensure that the day-to-day operations and programs of the Colorado Parent & Child Foundation are professionally and efficiently administered, overseeing the work of staff, instituting best practices and developing and implementing systems and procedures for the organization.
- Develop, motivate, manage, and lead a high performance staff capable of effectively implementing the organization's programs and operations.
- Develop and oversee the organizational budget which includes an accurate, realistic forecasting of revenues and expenses.
- Effectively manage the organization's resources, operating with a balanced budget and employing sound fiscal planning, controls and management; ensuring that audits are smoothly executed,

authorizing major expenses, and maintaining an efficient set of financial core processes, systems, and infrastructure.

- Oversee and assure regulatory soundness and strength of the organization, ensuring compliance with all applicable federal/state/local laws and regulations.
- Oversee the compiling, analyzing, and reporting of annual activities, outcomes, and impact of the Colorado Parent & Child Foundation's overall efforts.
- Keep abreast of current issues and policies that impact nonprofit organizations, including legal, financial, fund development, and accountability trends.

Board

- Maintain a strong partnership with the Board of Directors, working to build consensus and commitment to the vision and mission of the Colorado Parent & Child Foundation, and develop a unified voice for the organization.
- Participate in the development and support of a high-performing Board of Directors charged with providing guidance, supporting fundraising goals, and increasing networks for the Colorado Parent & Child Foundation's efforts throughout the state.
- In collaboration with the Board of Directors, lead the organization's ongoing planning efforts, assuring that planning cycles recur as appropriate and that benchmarks are being met.
- Explore, evaluate, and make recommendations to the Board for setting and revising policies or goals, and seizing opportunities that promote the mission and goals of the organization.
- Provide timely, accurate, and transparent reports to the Board on all pertinent aspects of organizational operations and issues, engaging the Board as appropriate under its Policy Governance guidelines, but understanding role differentiation between the Board and ED/staff.
- Serve as an ex-officio, non-voting member of the Board of Directors.

Fund Development

- Lead and execute all aspects of the organization's resource development efforts, focusing on short- and long-term strategy, cultivation, solicitation, and stewardship to secure the financial resources to implement the Colorado Parent & Child Foundation's strategic plan.
- Provide guidance and direction to the Board of Directors in the planning and implementation of efforts to secure donations from individuals and corporations.
- Research, develop, and maintain a portfolio of prospects for foundation and government grant applications; draft applications; and oversee all aspects of grants management and reporting.
- Lead exploration and development of strategies and plans for revenue generating collaborative relationships and earned income opportunities.
- Develop and comply with organizational policies on donor recognition and gift acceptance.

Program

- Oversee the design, promotion, and effective delivery of the Colorado Parent & Child Foundation's program efforts, both as related to the program models and initiatives, as well as the Colorado Parent & Child Foundation's support to the network of programs and initiatives.
- Analyze and evaluate current programmatic efforts to ensure that all programs are of high-quality and support the fulfillment of the Colorado Parent & Child Foundation's mission, and to ensure that continuing contractual obligations are being fulfilled.
- Evaluate potential programmatic endeavors and provide strategic recommendations to the Board for future program goals and direction.
- Monitor trends and issues that impact the Colorado Parent & Child Foundation and its programs, making and implementing recommendations for action as appropriate.
- Serve in a leadership role with the national offices of the models advanced by the Colorado Parent & Child Foundation.

IV. Other Position Information

- This is a full-time exempt position (minimum 40 hours/week). Office hours generally follow a standard workweek (M-F, 8-5, with occasional evening, early morning, overnight, or weekend events).
- Salary range and paid time off to be determined by the Board of Directors.
- Health Reimbursement Account of up to \$375 per month for health related expenses. (The Colorado Parent & Child Foundation does not currently offer an in-house health insurance plan.)
- The Colorado Parent & Child Foundation makes a very deliberate effort to offer valuable professional development opportunities that allow for skill-building and growth in individual leadership. As such, there are funds available to support leadership and professional development opportunities for the Executive Director.
- Additional benefits may be negotiated with the selected candidate.
- Position is housed at the Denver office location, but manages a statewide presence.
- Some in-state and out-of-state travel (overnight) is required. This position requires occasional usage of your personal vehicle. Colorado Parent & Child Foundation employees are responsible for maintaining a valid Colorado Driver's License and personal vehicle insurance. The employee must have the ability to travel independent of other staff members. The Colorado Parent & Child Foundation reimburses employees for mileage for approved Colorado Parent & Child Foundation related business travel expenses at the IRS allowable rates.
- Colorado Parent & Child Foundation employees must be legally allowed to be employed in the United States, and must be able to pass a comprehensive criminal background check.
- All positions with the Colorado Parent & Child Foundation are at-will and grant funded. Ongoing employment is dependent upon performance as well as funding availability.
- The Colorado Parent & Child Foundation is an Equal Opportunity Employer. The organization is committed to a policy of nondiscrimination in relation to race, color, sex, sexual orientation, gender variance, religion, military status, national origin, age, marital status and disability.

V. Procedure for Candidacy

Applications should be submitted electronically via email to search@cpcfonline.org and should include:

- Cover Letter Describing Interest in and Qualifications for the Position
- Resume or Curriculum Vitae (Chronological, with titles, dates, companies/organizations, and key accomplishments.)
- Five Professional References (Include a superior, a peer, and a subordinate.)

This search will be conducted with full confidentiality of all candidates.

References will not be contacted without the prior knowledge and consent of candidates, and only once they become finalists.

Review of candidates will begin upon receipt of applications, with interviews and decisions to be made throughout Summer 2013. The targeted start date for the position is October 1, 2013.

Confidential inquiries and questions concerning this search may be directed to search@cpcfonline.org.