

HIRING

ABC EXECUTIVE DIRECTOR

Open until filled

To apply: Please send a cover letter and resume to director@abctetonvalley.org.



ABC provides academic, enrichment, and wellness support for at-risk children in a safe and supportive environment.

ABC is seeking a full-time Executive Director. The ED implements our mission, strategic plan, and culture into all aspects of the organization through guidance, planning, and oversight.

ABC provides a competitive benefit package that includes a salary range of \$50,000-\$60,000, health, vision, dental insurance and retirement benefits. For inquiries, please email director@abctetonvalley.org or call 208-419-6219.

Strategic Planning

- Work with the board in implementing ABC's strategic plan in all aspects of the organization

Partnerships

- Identify and grow community partnerships to support enrichment and quality programming

Fundraising and Outreach

- Work individually and in tandem with the board in identifying donors whose philanthropic goals align with ABC's mission
- Seek new funding sources for long-term sustainability
- Cultivate engaging relationships with donors and stakeholders through various communication channels
- Oversee grants and reporting
- Support and engage the board with development and outreach goals
- Maintain the ABC donor database and website
- Oversee and manage an annual event

Board Relations

- Report to the ABC board, TSD school board, and committees on a regular basis

- Work in tandem with the board in reporting on programming, organizational management, operations and financials.
- Work in tandem with the board in implementing ABC's strategic plan

Programming

- Provide support to ABC's lead teachers by coordinating enrichment curriculum purchases and supplies.

Personnel

- Foster a healthy culture and working environment with all personnel and volunteers
- Oversee the lead teachers in the Driggs and Victor centers
- Lead hiring for the afterschool and summer programs, in coordination with the lead teachers
- Coordinate with the lead teachers for the community volunteer program

Fiscal Management

- Utilize Quickbooks for all financial transactions
- Process monthly reconciliation and reporting to the finance committee
- Process monthly payroll
- Adhere to all state and federal requirements in coordination with ABC's accountant

Regulatory

- Adhere to, maintain, and monitor all requirements of Idaho Department of Health and Welfare for certified child care centers in Idaho STARS/RISE platform

Facility

- Coordinate and communicate the centers' space and facility management/needs with the appropriate Teton School District contacts.