



207 E 2nd Street, Watkins Glen, NY 14891 *607-535-8908* www.myplace-aplc.org

Position Title: Executive Director
Reports To: Board of Directors
FLSA Status: Exempt
Date: September 5, 2025
Application Deadline: Applications will be considered on a rolling basis until the position is filled.

JOB SUMMARY:

This individual ensures overall administration and supervision of the My Place program operation by all federal, state, and local rules and regulations, and consistent with the guidance and direction of the Board of Directors.

ESSENTIAL FUNCTIONS:

Management & Planning

- Direct the My Place Program in day-to-day operations, while ensuring compliance with policies, procedures, and regulations set forth by Federal, State, and Local guidelines.
- Establish local goals of the My Place Program and agency programs consistent with identified needs in the service area within federal guidelines, in cooperation with the Board of Directors.
- Strategically develop plans to use all available community resources in the operation of My Place.
- Oversee recruitment and enrollment of program clients.
- Oversee the annual completion of Community Assessments, agency audits, and licensing requirements including renewals and corrective active plans.
- Consult with the Board of Directors as appropriate on program management and planning decisions.
- Proactively establish methods of hearing and resolving community concerns with the My Place Program.
- Ensure that policies for acquiring space, equipment, supplies, and services are established and followed.

Human Resources Management

- Determine staffing requirements for organizational management and program delivery.
- Oversee the implementation of the personnel policies, procedures, and practices including the development of job descriptions and employee handbook.
- Establish a positive, healthy, and safe work environment.

- Oversee and participate in recruitment, interviewing, and hiring of staff with the right technical and personal abilities to further My Place's mission.
- Ensure that all staff receives an orientation and appropriate ongoing training.
- Implement a performance management process for all staff, including monitoring the performance of staff on an ongoing basis and conducting annual performance reviews.
- Coach and mentor staff as appropriate to improve performance.
- Address staff performance issues constructively and in accordance with organizational policies; implement termination procedures when necessary, ensuring compliance with legal and ethical standards.

Fiscal Management

- Work with staff and the Board of Directors to prepare a comprehensive annual budget.
- Research funding sources, oversee the development of fundraising plans, and write funding proposals to increase the funds of the organization.
- Participate in fundraising activities as appropriate.
- Approve expenditures within the authority delegated by the Board. Seek Board approval for expenditures when required.
- Ensure that sound accounting practices are followed.
- Administer the funding according to the approved budget and monitor the monthly cash flow of the organization.
- Provide the Board with comprehensive, regular reports on revenues and expenditures of the organization.
- Ensure that the organization complies with all legislation covering taxation and withholding payments.

Health and Safety

- Provide a safe, warm, and supportive environment that supports each child's individual growth and development.
- Accurately complete accident, injury, and behavior reports when necessary.
- Respond appropriately to emergency or crisis situations.
- Identify and evaluate the risks to the organization's people (consumers, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks.

Community Integration

- Represent the My Place Program in community groups and organizations.
- Communicate with school personnel to ensure a positive working relationship.
- Attend trainings and professional development activities as appropriate.
- Communicate with the staff and welcome input.
- Serve on committees, as appropriate.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have skills and ability to exhibit conscientiousness, dedication, work autonomy, self-discipline, and a sense of responsibility.
- Ability to work independently, take initiative, and prioritize multiple assignments with attention to detail and deadlines in a fast-paced environment.
- Ability to establish effective relationships and work in a team environment to meet team and My Place goals.
- Must have intermediate computer skills and the ability to learn My Place software programs.
- Must have a thorough understanding of My Place's processes, procedures, and policies.
- Ability to manage, coordinate, and make decisions proactively and efficiently.
- Ability to exhibit poise, clarity, and self-control in stressful, ambiguous, or emotionally demanding situations.
- Excellent written and verbal communication skills.
- Ability to travel up to 25%, as part of normal job duties.
- Ability to participate in center programming to include physical, social-emotional, and cognitive engagement.
- Ability to lift to 50 lbs.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Education, Health and Human Services, Nonprofit Management, or related field.
- Three years in supervising capacity in the human services field.
- Valid driver's license and driving record acceptable to the agency's insurance carrier.
- Must be able to acquire and sustain an OCFS operating license.

PREFERRED EDUCATION AND EXPERIENCE:

- Demonstrated experience in fundraising and grant writing.
- 15 or more credit hours of child-related education.
- Two or more years of full-time teaching experience in a child day care, family or group care, or other early childhood program.
- One or more years of experience supervising staff in a childcare program.

SALARY: \$62,400 annually

APPLICATION INSTRUCTIONS: To apply, email your resume to jobs@myplace-aplc.org with the subject line "Executive Director". Applications will be considered on a rolling basis until the position is filled.