

President & CEO Position Description

Organizational Overview

The Denver Preschool Program (DPP) is an independent, non-profit organization that administers the City and County of Denver's universal preschool initiative first approved by voters in November of 2006 and renewed and expanded in 2014. Through a 0.15 percent Denver sales-tax, revenue is collected by the City and allocated to the Denver Preschool Program to provide tuition assistance to families of preschoolers, invest in quality improvement for preschool programs, engage in parent and community outreach, and evaluate the success of the program. Our vision is that *every child in Denver enters kindergarten ready to reach their full potential*. And, our mission is *to help Denver fulfill its commitment to its youngest learners. We champion, fund and increase access to preschool across our community*.

Position Purpose

The President & CEO oversees all organization activities. The President & CEO, in consultation with the Board, is responsible for developing a clear strategy for the Denver Preschool Program's mission-based activities and executing those activities.

The President & CEO:

- Provides direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives.
- Implements the strategic goals and objectives of the organization.
- With the Chair of the Board, enables the Board to fulfill its governance function effectively and professionally.

Job Duties

The Denver Preschool Program President & CEO is responsible for overall management of the organization under the governance and direction of the Board of Directors including, but not limited to:

Leadership

1. Maintain external awareness, monitor conditions, trends, innovations and practices that may have implications for the Denver Preschool Program and bring these to the attention of the Board for appropriate and effective incorporation into the Denver Preschool Program's approaches and strategies.
2. Lead the long-range and strategic planning process of the Board of Directors, ensuring that benchmarks are established for measuring success and that the planning cycles recur as appropriate. Bring vision and creativity to long term development of the organization.
3. Develop a high profile for the Denver Preschool Program within its various local and regional constituencies, including families, educators, legislative and executive branches of government at all levels, corporations, foundations, and other nonprofits and friends.
4. Be a visible advocate for the importance of early childhood education.
5. Serve as a strong collaborator and team player, especially in partnership with the City, Denver Public Schools and community providers.

Operations Management

1. Work with staff, Board of Directors and internal and external customers to generate areas of agreement and joint action.
2. In coordination with Board of Directors, ensure development and implementation of evaluation plan for the Denver Preschool Program including tracking number of children receiving tuition credits, number of quality rated early childhood providers including monitoring quality improvement plans, and long-term academic success of children.
3. Engage and partner effectively with governing boards including staffing the Board of Directors.

Financial Management

1. Oversee overall fiscal management of the Denver Preschool Program including developing and monitoring annual budget.
2. Maintain approved level of administrative expenses as mandated by statute.
3. Identify and implement additional revenue streams as needed in the future.
4. Manage effective use of reserve and investment funds to achieve long-term strategic objectives.

Staff Management

1. Oversee staff to ensure successful operational, financial, and programmatic success to ensure achievement of organizational goals.
2. Establish and/or approve individual performance plans for direct reports, provide coaching and feedback, and conduct regular performance reviews.
3. Develop and maintain workplace culture that values and encourages inclusion and equity.

Communications

1. Manage comprehensive communications plan with both internal and external stakeholders and to engage the broader community.
2. Serve as spokesperson for the Denver Preschool Program.
3. Develop outreach and recruitment plan for the Denver Preschool Program participants, including both parents and providers.
4. Prepare annual report to Mayor and City Council to include number of children and early childhood providers participating, children's academic outcomes and financial audits.
5. Represent the Denver Preschool Program regionally and nationally, collaborating with other jurisdictions to develop similar programs.
6. Maintain high-level constructive and cooperative interpersonal skills with internal and external stakeholders.
7. Lead efforts for reauthorization of the Program at designated intervals.
8. Ensure that data about program providers and tuition support options are up to date and easily accessible.

Quality Program Development

1. Lead efforts to enhance and use quality rating systems effectively to assess program providers.
2. Develop and implement quality improvement programs with providers.

Other duties as requested by the Board of Directors.

Full Time, Exempt

Reports to: Board of Directors

Finalized: 2 April 2019

***The Denver Preschool Program is an Equal Opportunity/
Affirmative Action Employer.***

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