



Title: Executive Director
Status: Full-time
Reports to: Board of Directors

A House in Austin

AHIA's mission is to nurture secure bonds for healthy families and bright futures. Through parent-child music classes, parent support groups, and a home visiting program, we're empowering families with education, tools, and support to foster healthy child development and wellness. Our vision is of a community where all children and families have equal access to experiences and opportunity, leading to a empowered parents and emotionally and physically healthy children and families.

Founded in January 2016, we currently have 3 staff and are governed by a 7-person board of directors. In the past year, we served 30 parents and 41 children, provided 64 Boppin' Babies & Toddlers Music classes, 32 Parent Chat hours, 20 face-to-face parent coaching sessions through home visits, and held 2 sold-out parenting workshops.

Position Summary

AHIA is at a critical point in its organizational development and is seeking to hire its first full-time, paid Executive Director. The Executive Director will lead the organization through this exciting period of transition from homegrown to an established, visible and valued community organization. The Executive Director has the lead management role for AHIA and will be responsible building trust throughout the Austin community to increase program participation; for hiring, supervision, development and evaluation of all staff; program development and expansion; marketing and fundraising; and finance and administration. The Executive Director will also collaborate with the board of directors and pro bono architects to oversee the construction and outfitting of the physical house.

Specific Responsibilities will include:

Community Outreach

- Serve as visible spokesperson in the Austin, Oak Park, and surrounding communities
- Building trust within Austin community, especially with families, organizations, partners, and donors

Hiring, supervision, development, and evaluation of professional staff

- Writing job descriptions for all positions, paid and volunteer
- Developing metrics to measure job performance
- Providing regular feedback to staff and volunteers

- Seeking and providing professional development opportunities for staff and volunteers as appropriate
- Ensuring 3-month and 12-month performance evaluations of all staff

Leadership of program development and expansion

- Building partnerships with counselors, early intervention providers, Musikgarten of Oak Park, and other community stakeholders
- Ensuring best practices in all programming

Marketing and Fundraising

- With fundraising committee of board of directors, establish strategic fundraising plan with dollar goals and timeline
- Writing grant proposals and appeals, participating in fundraising events and personal meetings/solicitations with individual donors
- Developing all printed and digital collateral
- Leveraging pro bono help with fundraising, marketing, legal, accounting, and other areas as needed

Budget and Financial Management

- With board treasurer, develop and manage annual operating and capital budgets
- Oversight of all systems, including for intake of new clients, accounting, budgeting, payroll, data collection, measuring outcomes and impact
- With Treasurer, ensure compliance with reporting requirements for a 501(c)3 including tax filings and audit as appropriate

Qualifications

A B.A. Degree in nonprofit management, early childhood development, or related field required. An advanced Degree in nonprofit management or social work or related field is preferred. The successful candidate will be a highly organized strategic thinker with outstanding interpersonal, and written and oral communication skills. Prior management experience is required with an understanding of nonprofit systems including budgeting, compliance and fundraising.

The position offers flexible hours including some work from home.

To apply:

Email letter of interest, resume, and salary expectations by September 25 to ahiaedsearch@gmail.com.