



JOB DESCRIPTION

Job Title: Fiscal Project: Kid Healthy Executive Director

Reports to:	Advisory Board Chairperson	Dept: Kid Healthy
FLSA Classification:	FT Exempt	Entity: OneOC
Supervises Others:	Yes	

SUMMARY:

Under the direction of the Advisory Board Chairperson, the Executive Director will build and lead key initiatives for the fiscal project and is responsible for the success and impact of the ideation, exploration and incubation elements of Kid Healthy's comprehensive services and programs. The Director will strategize and develop fundraising, program elements, services and engage in the community; execute and manage partnership agreements and build the impact, support system at the earliest stages of program development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and ensure the execution and accomplishment of all goals and objectives related to Kid Healthy's mission, goals, and objectives.
- Supervise and work closely with the Program Manager to build effective initiatives, programs, and outcomes
- Develop and execute training to ensure continuous education for key stakeholders (staff, partners, collaborators and OneOC). Education/educational programming for community/populations we serve
- Develop/maintain research and development - need for relevant programs to ensure that Kid Healthy remain at the forefront in the industry, applying the most cost-effective methods and approaches, providing leading edge, relevant services to retaining its competitive edge.
- Develop and execute the annual calendar of events and activities to drive community engagement, participation of schools, partners, and collaborators.
- Work with partners, apply innovative practices to create curriculum and opportunities for learning and successful parent and student outcomes.
- Collaborate closely with Advisory Council, partners, schools and other team members to identify strategic areas of focus for each year's operating plan, budget and programming tracks.
- Develop and execute an engagement strategy with funders/corporations to build pathways for funding and growth.
- Manage fund development: relationships and contractual obligations with schools/districts, community partners and funders to ensure collaboration, resource sharing and best practices are leveraged.
- Develop and execute an engagement strategy for education leaders, including universities, community colleges, the K12 system to build pathways for program improvement and growth.
- Develop and execute an engagement strategy with community-based organizations to build partnerships and pathways for opportunity and growth.
- Oversee development and management of events and activities at all schools and community facilities
- Oversee participant engagement, stakeholder customer service, communication, and relationship management.
- Oversee the day-to-day operations including interns, participants, advisory groups, and community stakeholders.
- Manage and grow all P&Ls; analyze monthly cash flow/spending reports to identify any cost anomalies/opportunities and implement strong financial controls.



EDUCATION AND/OR EXPERIENCE

The ideal candidate would possess:

- Bachelor's degree required.
- 2+ years of experience working with funders, program development/management and managing others; entrepreneurship and new ventures: have worked with startups, entrepreneurs and organizations looking to scale. Perhaps you have been an entrepreneur yourself, or you've spent time mentoring entrepreneurs, or you've worked for another accelerator or organization that supported the growth of new ventures.
- 5+ years of program management experience: You have managed complex, collaborative programs on tight deadlines. You've designed, coordinated, executed, and followed through on program and operational plans. From metrics to timelines to communication channels to contingency plans, you're comfortable with and capable of being in charge.

COMPETENCIES

- Exceptional leadership: strong interpersonal skills. You value the contributions of others. You spread the credit and shoulder the blame. You are aware of power dynamics and design systems and feedback loops with inclusivity, diversity, and transparency at their center.
- Partner management experience: You have directly managed client relationships on past projects, including regular engagement, reporting, feedback and creative problem-solving with tangible, positive outcomes.
- External relations: You have worked hand in hand with donors and/or investors, collaborative partners, vendors, and broad sections of the community to inspire people to action and communicate impact.
- Relationship builder: You build meaningful relationships which become sustained strategic partnerships.
- Strong organizational skills: You understand and set priorities strategically, with a high level of project management and personal time and task management skills. You are accustomed to working on multiple projects simultaneously.
- Experience in fast-paced, dynamic environments: You are comfortable with a dynamic, fast-moving work environment.
- Strong facilitation skills: You are comfortable speaking and presenting both virtually and in person. You are well-versed in group facilitation techniques.

COMPUTER & EQUIPMENT SKILLS:

- Has good general knowledge of computer operations; uses a keyboard and calculator proficiently and with a high degree of accuracy.
- Uses Microsoft Office Word, Power Point, and Excel as well as Internet and email programs proficiently.
- Uses typical office equipment (i.e., google docs, phone, internet, email, copiers)

PHYSICAL JOB REQUIREMENTS:

- Sits for extended periods of time at a computer station or work desk. Stands and walks throughout the day.
- Uses hands and fingers to operate computers and office equipment for up to 8 hours or more each day.
- Requires clear vision at 20 inches or less with or without corrective lenses and vision sufficient to use equipment and drive a car safely.
- Hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone.
- Lifts up to 10 pounds regularly and 25 pounds occasionally.
- Exposed to typical office environment conditions and noise levels.

**MENTAL AND REASONING REQUIREMENTS:**

- Uses critical thinking skills to create documents and spreadsheets and interpret information furnished in written, oral, diagram, or schedule form.
- Uses skill and judgment to ensure written or verbal outputs are clear, accurate, grammatical and of appropriate tone.
- Able to set goals based on available information and to plan work to meet deadlines. Able to project likely future occurrences based on current or historic data.
- Able to formulate appropriate responses to requests for services and information from internal or external customers.
- Uses decision-making skills and judgment to work independently to resolve problems; able to identify those situations that require supervisor intervention for a solution.

OTHER JOB REQUIREMENTS:

- Professional dress and appearance while on video conference calls and in person meetings.
- Attends meetings, trainings as requested, conducts school site visits regularly throughout Orange County, CA.
- Drives personal car on business; maintains driving record and personal car insurance in accordance with organization's policies and provides related records periodically.
- Minimizes time spent on personal calls and matters. Meets attendance and punctuality requirements, reports time and attendance accurately.
- May travel by car or air outside the area for one or several days.
- If relocation is required, no stipend is offered

To apply, please forward resumes to info@mykidhealthy.org

OneOC is an Equal Opportunity Employer