



CHILDREN . . . THE HEART OF THE MATTER

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Nebraska Association for the Education of Young Children, Inc.

An affiliate of the National Association for the Education of Young Children

Executive Director, Nebraska Association for the Education of Young Children, Inc.

Education required: Master's Degree

Experience required: Minimum of 3-5 years of experience in organizational management. Experience with fundraising, financial management, and project management necessary. Position is full time, based in Lincoln.

Essential Job Functions

Financial Development & Management	25%	Governance	10%	Technology	5%
Project Management	25%	Human Resources	10%		
Association Leadership	15%	Public Policy & Advocacy	10%		

- **Financial Development & Management:** Identify new funding sources, develop proposals, administer fundraising campaigns, track all funding, etc.
- **Project Management:** Manage T.E.A.C.H. Early Childhood® NEBRASKA in accordance with project requirements, manage all projects (Quality Enhancement Projects, Accreditation Facilitation, Fiscal Management, etc.) in accordance with funding requirements.
- **Association Leadership:** Provide leadership in strategic planning, association policies, communication with affiliates and chapters, and serve as a spokesperson for early childhood on state committees.
- **Governance:** Work closely with the board in all aspects of board development, committees, maintain official board records, etc.
- **Human Resources:** Oversee the recruitment, hiring, development and evaluation of employees and consultants, supervise staff, maintain accurate job descriptions, etc.
- **Public Policy & Advocacy:** Work closely with early childhood advocates to identify policy issues impacting early childhood, develop partnering relationships, distribute information, etc.
- **Technology:** Maintain an electronic presence with both a website and other social media.

Salary range: \$53,000 - \$60,000, plus benefits.

Direct questions to Linda Maslowski at 402-770-0263 or limaz@aol.com or

Linda Zinke at 402-476-2089 or lzinke@nebraskaaeyc.org.

To apply, send resumes to neaeYC@nebraskaaeyc.org by February 20, 2012.

Target date for position to begin: April 16, 2012.

www.NebraskaAEYC.org