



Nashville Area Association for the
Education of Young Children

Job Description

TITLE: Affiliate Coordinator
REPORTS TO: Board of Directors
LOCATION: Remote (*in the Nashville area*)

POSITION SUMMARY: Coordinates operations of the affiliate by performing the following duties personally or through coordination with board members, other association volunteers and/or peer organizations.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Organization Leadership

- Supports, along with the president, the organization in maintaining a high-performing, inclusive environment.
- Maintains responsibility for efficient, effective, and financially sound management of all aspects of operations.
- Works with the governing board to strategically plan for and establish goals and objectives. Coordinates implementation of association goals and objectives. Recommends policies and procedures to board.
- Meets with president, treasurer and other board members for planning and review of work. u
- Meets with the President a minimum of one time per month to discuss association business.
- In conjunction with board president, prepares agenda and reports, attends, and presents at board and committee meetings.
- Serves as subject matter expert on program issues such as education, compensation, and retention of the childcare workforce and provides linkages for programs to regional and national organizations.
- Attends local, state and national conferences, meetings, and events to represent association and stay knowledgeable of current practices in early childhood education, administration, public policy, and modern technology. Maintains positive relationships with partner groups to promote common goals.
- Seeks resources to expand the association's funding base for association through presentations and grant writing.
- Creates, maintains, and fosters relationships with donors. Engages governing board members in meaningful fundraising activities. Plans, with the help of the board, fundraising events.
- Engages in national public policy conversations on behalf of the association; works with and prepares materials for public policy committee chair as requested.
- Assists president in developing, maintaining, and distributing board member materials and documents. Collects and presents reports for board members unable to attend meetings.
- Manages all aspects of board, committee, and membership meetings, including set-up/break-down/virtual logistics; arranges for any needed equipment and materials.

General Business Operations

- General office work, including phone calls, emails, filing, data entry, record keeping, etc.
- Forwarding materials for officers' signatures.
- Assists committee chairs as requested with tasks and communications.
- Maintains and files changes and amendments for charter and by-laws as requested.

Financial Operations

- Prepares and assists the board with annual budget, allocating funds, controls costs, and maintains operations at a level consistent with association guidelines.
- Prepares and processes all accounts payable in a timely manner.
- Prepares and makes accurate bank deposits in a timely manner.
- Prepares accurate payroll and tax materials in a timely manner.

- Prepares detailed financial reports (monthly, annual, as requested) for treasurer.
- Ensures organizational compliance with grant related projects.
- Files annual corporate report, tax exemption status and other state documents.

Marketing, Events & Membership

- Manages upkeep of association's web page and social media presence.
- Develops and sends electronic newsletters to the association's membership.
- Manages association activities as part of a regional early education system.
- Prepares and staffs organizational booth display for special events as requested.
- Develops promotional brochures and related materials for association.
- Oversees efforts to maintain and grow membership, as aided by the membership chair.
- Serves as front-line liaison to local membership, answering questions and engaging with as asked.
- Attends and supports planning meetings for association's annual conference or other special events.
- Manages all registration, logistics, and relevant activities for annual conference or other special events, alongside the membership and conference committee chair and members.

Additional Duties

- Works to meet organization and funding goals in order to gradually increase the hours of paid staff (both this and potential future positions) as funding is secured.
- Maintains a positive relationship with membership and board.
- Performs other job-related duties as requested by the board. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

WORK RELATIONSHIPS AND SCOPE:

Reports directly to the governing board. Works most closely with the board president. Is accountable to the board and responsible for supporting the operational efficiency, effectiveness, and financial well-being of the association, as well as ensuring strategic alignment to the NAEYC mission and strategic goals.

KNOWLEDGE, SKILLS, AND ABILITIES:

Minimum of a bachelor's degree in early childhood education or related field and a minimum of three years' experience in program administration; or equivalent combination of education and experience. Knowledge of state level systems and departments. Demonstrated skills in program supervision.

Must possess:

- Strong interpersonal, conflict resolution, verbal and written communication, and public speaking skills.
- Ability to proficiently utilize a computer and MS Office applications and QuickBooks.
- Professional demeanor and appearance.
- Ability to analyze business problems and generate solutions, as well as interact professionally with all people.
- Valid state of TN driver's license.
- Specific licenses and certificates as required by any program specifications.

WORKING CONDITIONS:

Work is performed largely in a remote office environment. Deadline pressure, requiring internal personal drive, is an integral part of the job. Work hours are generally during normal business hours and average around 10 -12 hours a week to start off; the goal is to gradually increase the hours as funding is secured. There will be some variation in work hours due to special projects, deadlines, and other concerns. Requires occasional out of town and/or overnight travel for the purposes of attending meetings, conferences, and speaking engagements, with an expectation for an active role in community activities.