



Anchorage Association for the  
Education of Young Children

***Request for Proposals for Executive Director***

***March 2, 2023***

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*The Anchorage Association for the Education of Young Children is seeking a self-driven individual with experience in managing a multifaceted membership organization. The candidate must have excellent communication skills and be a motivated leader with the ability to move the Association forward, grow membership and adapt to challenges. Reporting to a large Board of Directors, the Executive Director will develop and recommend to the Board those policies, plans and programs that will effectively meet the needs of the membership, and that will increase the growth and reputation of AEYC.*

**About AEYC**

*Anchorage AEYC is an Alaskan affiliate formed under the National Association for the Education of Young Children (NAEYC). NAEYC, founded in 1926 with Anchorage organizing an affiliate in December 1970. Anchorage AEYC promotes quality care and education for young children and their families by offering professional development opportunities to early childhood educators and by supporting families and those who have, a vested interest in the young children of our community. In addition, Anchorage AEYC participates in the development of standards, which strive to ensure high quality programs for young children. Anchorage AEYC supports advocacy by disseminating information about public policies and pending legislation and interpreting issues and alternatives at the local, state, and national level. Anchorage AEYC collaborates with community members, organizations, and agencies to meet the needs of young children and their families.*

**Mission**

*The Anchorage Association for the Education of Young Children (Anchorage AEYC) promotes high-quality learning for all children, birth through age 8, by connecting practice, policy, and research. We advance a diverse, dynamic early childhood profession and support all who care for, educate, and work on behalf of young children.*

**Vision**

*All young children thrive and learn in a society dedicated to ensuring they reach their full potential.*

**SUMMARY:**

*The Executive Director is an Independent Contractor who is responsible for the overall direction and operation of Anchorage AEYC and is responsible for consistent achievement of its mission and objectives. The Executive Director maintains overall responsibility for budgeting, program development and management, long-range planning, fundraising, community involvement and coordination of annual Anchorage AEYC Conference.*

**QUALIFICATIONS:**

*BA preferred in relevant field, to include Education, Human Services, Business Administration, Social Services; other fields considered. Five years related experience including grants management preferred.*

The position requires excellent skills in writing, speaking, advocacy, and community relations. Must be an Alaska resident and a member in good standing with NAEYC and AEYC.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to communicate effectively, both orally and in writing to a wide variety of people.
2. Excellent organizational skills and experience with project management and coordinating events.
3. Familiarity of local and regional education and social service programs.
4. Experience in public policy, advocacy, marketing, and building public awareness.
5. Ability to establish and maintain cooperative and collaborative relationships with others.
6. Ability to apply discretion and sensitivity in handling confidential information and situations.
7. Ability to work independently and as a team leader.
8. Experienced in grant writing, reporting, and grant management.
9. Ability to communicate effectively and appropriately on social media platforms.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Work with Board of Directors to assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent progress.
2. Provide leadership in developing program and organizational plans with the Board of Directors and carry out plans and policies authorized by the board.
3. Work with the Finance Committee and the Board in preparing budgets and financial reports including all documents for IRS filing. Develop grant proposals, oversee the development of contracts, accounting functions of all programs, including payroll, and ensure compliance with federal, state, and local regulations.
4. Maintain a climate, which attracts, keeps, and motivates a diverse board of top-quality people. Is responsible for the recruitment, orientation, evaluation, and supervision of board members and volunteers.
5. Establish sound working relationships and cooperative arrangements with community groups and organizations; represent and promote the programs, goals, and activities of Anchorage AEYC through written materials and as a spokesperson for the organization.
6. Direct community outreach, fundraising, and organizational functions such as workshops and annual Anchorage AEYC conference.
7. Maintain a working knowledge of significant development and trends in the Early Care and Learning field at the local, state, and national level, and maintain communication with NAEYC Affiliate Policy leaders and other professional groups in addressing early childhood issues.
8. Attend and support the planning and coordination of the monthly Board of Directors meetings and inform on the condition of the Affiliate.
9. Other duties as assigned by the Board of Directors.

## **PERIOD OF CONTRACT:**

The contract shall be effective from June 1, 2023, to May 31, 2025. It shall be reviewed for revisions in February of 2024 and presented to the Board in March of 2024. Upon mutual consent, either party may extend or amend this contract. Terms of the extension or amendment shall be specified in writing and signed by the Executive Director and Anchorage AEYC before the agreement terminates.

## **EXECUTIVE DIRECTOR:**

The Executive Director is at all times acting as an Independent Contractor as defined by Alaska State Law and IRS regulations. Anchorage AEYC is not required to provide employee benefits, Unemployment Compensation, Workman's Compensation Insurance, nor withhold amounts from payments under this contract for State or Federal taxes. Executive Director agrees to comply with applicable State and Federal tax laws.

## **Executive Director agrees to provide the following:**

### **BASIC SERVICES:**

#### **Communications:**

1. Receive phone, mail & email contact for the organization. Respond and/or distribute the information to others as needed within two weeks.
2. Respond to requests for information about Anchorage AEYC from other organizations or agencies.
3. Will act as Recording Secretary for the Board and Conference Committee meetings. E-mail Board and conference minutes and agendas to members on Board and Conference Committee.
4. Maintain Anchorage AEYC website: [www.anchorageaeyc.org](http://www.anchorageaeyc.org) and social media platforms with information pertinent to the organization. Example: conference registration and information, WOYC special events, etc.
5. Participate in monthly NAEYC Affiliate Staff teleconferences. Report to Board members documents from meetings.

#### **Conferences:**

1. Negotiations with hotel for meeting space setup, audio-visual equipment, food & beverages.
2. In collaboration with Anchorage AEYC Conference Committee
  - a. Determine all fees and honoraria
  - b. Develop conference budget
  - c. Develop conference timeline
3. Meet with conference committee as needed
4. Pre-registration announcement designed & emailed
5. Online registration
  - a. Design online registration for exhibitors and attendees
  - b. Process and compile preregistration information
6. Setup special events
7. Help develop themes, select conference topics

8. *Assist keynote speakers with schedule of presentation, travel and lodging*
9. *Conference registration*
10. *Design program book*
11. *Print name tags and handle on-site registration*
12. *Organize and layout space assignments for workshops with title and time*
13. *Organize participant packets (daily agenda, pens, note pad, etc.- program book)*
14. *Supervise all aspects of the final preparation and organization on the days of the conference*
15. *On-site support during conference week*

**Financial:**

1. *Work with the Treasurer to develop procedures for records and deposits.*
2. *Work with the Treasurer to develop procedures for approved expenditures for Anchorage AEYC's annual budget.*
3. *Work with the Treasurer to develop procedure for timely filing with the Alaska Department of Commerce and Economic Development upon election of new officers.*
4. *Work with a CPA (seek Pro Bono) for filing with the IRS.*

**Scholarship:**

1. *Work with the President, Treasurer and Scholarship Committee to develop and maintain the appropriate forms, letters, etc. needed to administer this function.*
2. *Work with the President and Treasurer to develop procedures for timely filling of the appropriate reports to those organizations and agencies who donated monies for this function.*
3. *Administer funds that are available through Anchorage AEYC Early Childhood Scholarship program.*
4. *Plan to attend, if possible, training held at NAEYC National Conference.*

**Website/Social Media:**

1. *Maintain and gather information for the Anchorage AEYC website and social media platforms.*

**Other Duties:**

1. *Attend all Board meetings.*
2. *Work with board members to represent Anchorage AEYC by setting up, promoting membership and meeting with other interested groups when requested by the Board.*
3. *Maintain NAEYC Affiliate documents and work with board to submit annual reports.*

**Additional Conditions:**

1. *Executive Director agrees to provide computer equipment, supplies, telephone, and post office box necessary to perform the services.*
2. *Anchorage AEYC agrees to reimburse Executive Director for expenses within the budget for photocopying, postage, long distance charges, voicemail, envelopes, paper, etc.*
3. *Executive Director agrees to provide due diligence to protect against loss of any Anchorage AEYC property held or stored by Executive Director, but any losses to such property are the responsibility of Anchorage AEYC.*

## **COMPENSATION:**

*Annual rate of \$36,323.20, (25 hours per month or 6.25 hours per week, additional hours during conference times)*

*Monetary bonus depending on the overall success of the conference determined by the Board of Directors.*

*Additional cost of living increase of 2% shall be added each year, during the terms of this contract. This will be determined on the financial stability of Anchorage AEYC.*

*Expenses and reimbursements, as provided for in this Contract and the Anchorage AEYC General Operating and Conference budgets, shall be reimbursed immediately, but in no case later than fourteen (14) days after submission of receipts.*

*Executive Director is an approved signer for banking functions, including writing of checks with the approved budgets of both the Conference and General Operating Budgets for Anchorage AEYC.*

## **Instructions for Submission of Proposals**

### **General**

*Statements of proposals submitted will be reviewed thoroughly. It is essential that respondent(s) read each of the sections carefully and formulate complete and appropriate responses. The Association reserves the right to require additional information, as well as clarification of information submitted in order to complete its evaluation.*

*The words "Association" and "AEYC" in these instructions refer to the Association for the Education of Young Children. The words "offer," "contract proposal" and "proposal" are synonymous and is understood that once the Association accepts the same, the document is incorporated as part of the contract contemplated by these instructions.*

### **Limitations**

*This request for proposals does not commit the Association to award a contract, or pay any cost incurred in the preparation of a proposal to this request. The Association reserves the right to accept or reject any or all proposals received as a result, of this request to negotiate with qualified sources, or to cancel in part or in its entirety this request for proposals if it is in the best interest of the Association. The contents of the proposal submitted by a respondent may become a contractual obligation if a contract ensues. All contractual agreements are subject to final approval by AEYC's Board of Directors.*

### **Respondent Responsibility**

*Should respondent find discrepancies in or omissions from these instructions or any of the attachments, or should it be in doubt as to meaning or intent, the respondent shall immediately notify the Association in writing. Written instructions will be sent notifying all known potential respondents of such discrepancy, if any, and of any changes. The respondent is required to complete and submit their proposal in the specified format and in accordance with the specified schedule. In addition, the*

proposal must include the completed information requested in all appendices. Failure to answer all questions fully and correctly may result in the proposal being judged non-responsive. The Association reserves the right to examine all factors bearing on a respondent's ability to perform the services set out in the Scope of Service. The proposal and all other included documents or materials submitted by a respondent will be deemed to constitute part of the proposal. Proposals are subject to be withdrawn prior to the closing time.

## **Format of Proposals**

### **Introduction**

The intent of this executive director search is to encourage submissions that clearly communicate the individual or firms' qualifications. Submissions should provide information in a concise and well-organized manner. All submissions should follow the format outlined below. This format will assist the Selection Committee in evaluating qualifications.

### **Packaging and Delivery of Proposal**

Respondents shall deliver their submission electronically in a PDF file to AEYC President Elect at [kayla.hayes@providence.org](mailto:kayla.hayes@providence.org)

In the Subject Line type: **AEYC RFP PROPOSAL SUBMITTED BY [name of individual or firm]**

The Association must receive the submission no later than 3:00 PM on Friday, March 31, 2023. Submissions not received by this time, submitted to another location, or submitted in a format different from that described below are not accepted.

## **Proposal Contents**

### **Cover letter**

A cover letter from the respondent introducing their firm or self, as well as the name and phone number of the contact person for the firm should be included.

### **Summary**

The respondent should summarize its understanding of the "Scope of Work," to allow the Selection Committee to determine the consultant's level of understanding of the services required for categories on which they are proposing.

### **Prior Experience**

Describe the respondent's reputation and capability to implement this type of contract and work. Give a brief description of the individual proposer or firm's experience in similar jobs. State whether the individual or firm is local, regional, or national and how long it has been in existence under current ownership or management. When citing prior experience, briefly describe specific responsibilities. Describe the exact role the firm or individual played.

## **References**

*Provide references, preferably from existing or former clients, who can best illustrate the candidate's qualifications relevant to this project.*

## **Selection Process**

### **Evaluation Process**

*Contract negotiations will be initiated with the firm or individual that, in the opinion of the Association, best meets the needs of the Association for this service.*

### **Respondents must meet all the following to be considered:**

- a. Submission meets the Association's deadline.*
- b. Completeness of proposal, with all requested information provided.*

### **Interviews and Presentations**

*The Association's Selection Committee will review and analyze all proposals that are determined to be responsive. Based on their written proposal, the Association's Selection Committee may conduct interviews via Zoom and/or telephone and make recommendations to the Board regarding those proposers who will be interviewed by the Board. Said individuals or firm(s) may be required to make a prerecorded presentation, at their own expense.*

### **Consultant Selection / Negotiation of Cost**

*Based on the evaluation process described above, the Board will determine the best-qualified firm or individual. Negotiations will then begin with the selected firm or individual to determine final cost and price information. If the Association and the proposer fail to reach an agreement, the Association will enter negotiations with the next qualified firm or individual.*