

## **Executive Director Search**

### **Job Summary:**

This role is directly accountable for all operational aspects of the site, leading the staff to ensure quality care and education for children and managing financial and cost control measures. The position incorporates continuous improvement in the quality of operations and ensures compliance with all federal, state and local laws. The role is accountable to the Board of Directors of Uni-Pres Kindercottage.

### **Principle Duties & Responsibilities:**

- Consistently executes plans to ensure that the mission of serving families and children in a caring and nurturing environment is in alignment with organizational values, beliefs, policies, that encompasses local and national standards.
- Creates and implements plans and strategies that result in increased enrollment.
- Ensure all programs are in alignment with local and national standards as well as organizational policies and procedures.
- Approach community leaders and churches to encourage support of the mission.
- Plan and allocate site resources in alignment with the needs of the children, budget guidelines and licensure requirements.
- Conducts financial analysis of center. Evaluates, assesses and determines course of action within the budget. Helps prepare and manage the budget and share regularly information and reports with the Board of Directors.
- Work collaboratively with the Illinois South Conference and UCC churches, and the Presbytery of Giddings-Lovejoy and Presbyterian Church (U.S.A.) churches.
- Develop and maintain good working relationships with state licensing authorities, community contacts and the US Dept. of Agriculture.
- Coordinate and participate in Uni-Pres Kindercottage events and fundraising appeals.
- Attend conferences and other meetings for professional development; overnight travel to conferences or meetings is occasionally required.
- Oversees the maintenance and safety of the building to include quarterly preventive services for HVAC, plumbing, kitchen appliances, and yearly on fire sprinkler, back flow and alarm/security systems.
- Renews all building insurances.
- Ensures all appropriate documents are filed with the state/county/city by the required deadlines.
- Works with the auditor yearly.
- Coordinate Board of Director meetings as requested.
- Perform other duties as assigned.

### **Education:**

- Bachelor's degree preferred, Director's Credential Level 1, Experience and understanding of the Quality Rating Scales and familiar with DCFS Licensing requirements.
- Has or can obtain First Aid CPR card.

**Experience:**

- One or more years of experience managing childcare and employees, quality control, and finances in service industry, with children's education, care, development preferred.
- Budget and basic accounting experience preferred.

**Knowledge of:**

- Federal, state and local laws in relations to child care, teaching and serving the community.
- Local and national standards for child care and teaching.

**Demonstrated skills in:**

- Understanding the needs of families and children.
- Conflict resolution and collaboration.
- Problem solving and management of people and facilities.
- Computers at a general business level.
- Budget and financial accountability and revenue-generation experience preferred

**Ability to:**

- Lift a minimum of 40 pounds.
- Lead people effectively.
- Manage finances and implement cost control measures.
- Communicate clearly and concisely both verbally and in writing.

Interested applicants should send cover letter, full resume, three professional references, and academic transcripts to [search@unipreskindercottage.org](mailto:search@unipreskindercottage.org)