

EXECUTIVE DIRECTOR

Ruth Washburn Cooperative Nursery School

www.rwcns.org

Spring 2023

Position Description:

Ruth Washburn Cooperative Nursery School (RWCNS) is a nonprofit preschool dedicated to educating and nurturing children in an enriching play-based environment and engaging families in a supportive community. The Executive Director (ED) is responsible for leading all aspects of RWCNS to ensure a sustainable, stimulating, high-quality, welcoming, family-centered, and safe environment for young children and their families to thrive.

Overall Responsibilities:

The ED manages the logistic and legal requirements of RWCNS's daily operations. This role requires business acumen, Early Childhood Education and child development knowledge, a dynamic leadership style, dexterity with technology, and exceptional communication skills. RWCNS is a family Cooperative and requires a leader who thrives on creative problem-solving, embraces conflict resolution with kindness, and enjoys team building with staff and families.

Hiring and Accountability:

The ED is hired by and accountable to the Board of Governors.

Required Education and Experience:

- Bachelor's degree preferred.
- Minimum of Associate's degree or Child Development Associate Credential, and experience in a relevant field such as education, Early Childhood Education, public administration, non-profit management, social or behavioral sciences, or business management.
- Three years' experience in administration/management, including supervisory experience.
- Colorado Preschool Director Certified (or completed within six months of hire if not currently certified).

Preferred Education and Experience:

- Master's degree in Early Childhood Education or related field plus Early Childhood Education coursework.
- Knowledge of family Cooperative and volunteer-dependent organizational structures.
- Previous work experience in Early Childhood Education, child development, or related field.

Key Skills and Attributes

Visionary Leader

- Passionate, dynamic leader and life-long learner.
- Engages staff, families, Board of Governors, alumni, and community-at-large in RWCNS's mission, vision, and values.
- Hires, supervises, and manages staff.
- Partners strategically with the Board of Governors, Education Director, staff, and other stakeholders.
- Leads by example, embodying the Ruth Washburn Way philosophy of engaging children and their families.

Business Expert

- Experienced in nonprofit management, business principles, Early Childhood Education business practices, including accreditation and rating, and governance structures and practices.
- Manages the building and grounds, including supervising repairs and maintenance.
- Collaborates with the Board of Governors to establish and meet clear financial goals and objectives.
- Maintains optimal school enrollment.

Fundraiser

- Proven fundraiser, experienced with individual, corporate, foundation, and government funding sources. Fund development experience includes prospect research, creating and submitting applications and supporting materials, and tracking and reporting on awarded funds.
- Ability to attract and retain donors and volunteers.

Spokesperson

- Represents RWCNS with families, teachers, other schools, and the broader community.
- Serves in advocacy and ambassador roles.
- Builds positive relationships.

Cooperative Environment Facilitator

- Fosters an environment in which each child can develop his or her full potential.
- Empathetic listener with strong conflict resolution skills. Exceptional verbal, oral, and written communication skills. Open-minded; patient; diplomatic; and fair.
- Organizes and oversees family volunteer committees.
- Demonstrates knowledge of Early Childhood Education best practices, including play-based programs, social-emotional curriculum, and child development.

Responsibilities

The Co-op Mission

- Embraces, exemplifies, and carries out RWCNS's mission, vision, and values.
- Implements the Strategic Plan.
- Honors RWCNS's past, protects its present interests, and thinks strategically about its future.
- Committed to learning and embodying the Ruth Washburn Way approach and family-centered philosophy.

Leadership

- Serves as an ex-officio member of the Board of Governors.
- Acts as a liaison between the Board and staff.
- Helps families understand and meet their responsibilities as Cooperative members.
- Collaborates with administrative staff to implement RWCNS's mission.
- Understands child development, school policies, Cooperative requirements, Department of Health recommendations, and personnel issues, and applies this body of knowledge to solve problems quickly, effectively, and compassionately.
- Active knowledge of current developments in Early Childhood Education best practices and policies on local, state, and national levels, including National Association for the Education of Young Children, Developmentally Appropriate Practices, Early Childhood Environment Rating Scale, and Pyramid Plus.

Supervisory Duties

- Hires and supervises all staff and contractors.
- Conducts bi-annual performance evaluations for all staff.

- Collaborates with staff to develop and support professional development plans.
- Creates and maintains positive work environment where staff feel safe, appreciated, and supported.

Budget

- Strategizes long-range fiscal planning with the Board of Governors.
- Collaborates with the Board of Governors to develop and operate within annual budget.
- Collaborates with Board Treasurer to present monthly financial reports to the Board of Governors.
- Coordinates annual audit and presents it to the Board.
- Files financial reports, tax documents, and required supporting materials accurately and on time.
- Tracks and reports on grant and loan funds accurately and on time.

Public Relations

- Acts as RWCNS's chief public relations officer.
- Provides input for marketing materials.
- Creates and distributes internal communications to families and staff via email and print.
- Collaborates with Board of Directors to create, publish, and distribute Annual Report.

Administrative Duties

- Demonstrates dynamic technology skills across platforms, including client management systems, donor databases, accounting software, and office software.
- Oversees family registration process.
- Ensures family compliance with contractual obligations.
- Collaborates with Maintenance Committee to conduct periodic property assessments and implement facility maintenance schedule.
- Ensures compliance with El Paso County Department of Human Services, Americans with Disabilities Act, Health Department, Fire Department, building, and other applicable codes and requirements.
- Maintains state and national accreditation.
- Captures and communicates institutional knowledge to honor the Ruth Washburn Way past, present, and future.