



—Executive Director—

Job Description

February 2012

Pike Market Child Care & Preschool is a Seattle based, non-profit organization serving more than 100 families each year. Our mission is to provide all families with access to high quality care in a diverse and supportive environment. Central to this mission is providing access for families earning low and moderate incomes and families who have typically been marginalized by wider society. Pike Market Child Care & Preschool has 17 full-time staff and a current annual budget of \$980,000. Additional information is available on our website at pikemarketkids.org.

The Executive Director of Pike Market Child Care & Preschool must have a demonstrated commitment to improving the lives of children and families, experience working with diverse clients and staff and an understanding of how institutionalized oppression impacts service delivery and the development of children. Additionally, this position requires knowledge of anti-bias and culturally relevant methods and practice with preschool children. As a non-profit with a commitment to economic diversity, the Director must also have a proven track record of success in institutional and individual fund raising.

The Executive Director is responsible for long-term planning, overall organizational leadership and management of day-to-day operations and administration. The Executive Director must be comfortable working directly with children, families, staff and volunteers, as well as spokesperson to the Pike Place Market community, the greater Seattle community, other early childhood education professionals and outside family service organizations. This position reports directly to the Pike Market Child Care & Preschool Board of Directors.

Major Responsibilities:

Program

1. Understands principles and applications of Developmentally Appropriate Practices, Emergent Curriculum, Creative Curriculum, and Anti-Bias Education
2. Supports Program Coordinator in implementation of a program that uses reflective practice, is child centered, and is culturally and linguistically relevant
3. Establishes reciprocal relationships with families, welcoming them as both observers and contributors to the program
4. Tours prospective clients
5. Meets NAEYC requirements for an administrator of a quality ECE program
6. Supports and assists families in navigating child care subsidy programs
7. Assists in classroom when necessary

Leadership

1. Carries out the school's mission & philosophy
2. Creates vision of PMCCP to the community at large
3. Facilitates strategic planning/goals with all stake holders
4. Models and implements anti-bias work throughout the school
5. Serves as a spokesperson for the school in the greater community

Management

1. Assumes management of all strategies to continuously strengthen the administrative, fiscal and programmatic health and effectiveness of the organization
2. Oversees all staff
3. Coordinates the school's marketing
4. Responsible for maintenance and upkeep of the facilities
5. Works closely with the Board of Directors on governance, finance, policy, fund raising and planning
6. Acts as ex-officio board member; participates in recruitment of new officers, attends board meetings

7. Works with the Executive Committee to set board meeting agendas
8. Creates an annual budget with Finance Committee
9. Works with the Board to develop and implement PMCCP's Business Plan

Finance

1. Oversees management of organizational finances and all fiscal systems. Develops and monitors annual budget, monthly financial reports, and coordinates annual audit
2. Oversees all bookkeeping functions in coordination with contract bookkeeper
3. Oversees enrollment in conjunction with budgeted earned income
4. Creates and manages payments plans with families having past due accounts

Fund Raising

1. Provides planning, leadership and direct involvement in the full range of fund development activities including individual donor campaigns, corporate contributions, events and grants
2. Provides leadership with the Development Director and Board of Directors to develop, oversee and execute the annual Development Plan
3. Cultivates relationships with individual donors and feels comfortable asking for large gifts

Community Networking

1. Provides vision, inspiration, direction and a clear sense of mission, values and organizational principles
2. Cultivates and maintains PMCCP's public image, reputation and key relationships to increase school visibility and to increase revenue
3. Builds PMCCP's influence within the broader field of early childhood education
4. Responsible for community outreach and advocacy with the Market Foundation, Pike Place Market PDA, the city of Seattle, and within the ECE field

Qualities:

- Shows genuine enjoyment working with children and families
- Passionate commitment to advancing PMCCP's mission and working for social and economic justice
- Recognition that children are best understood in the context of family, culture and society
- Works to create and maintain a school atmosphere characterized by warmth, personal respect and individuality
- Ability to fit into and continue to create a vibrant, supportive, democratic organizational culture
- Respects the dignity, worth, and uniqueness of all program participants—children, families, volunteers and colleagues
- Recognizes the importance of and is committed to regular evaluation, personal and professional growth of all staff
- Enjoys and demonstrates success in all aspects of fund raising – individual solicitation, grants, corporate contributions, events and government contracts
- Excellent communication skills in writing and public speaking
- Maintains flexibility required to meet the programmatic and administrative needs of PMCCP—requires evening and weekend attendance

Professional Experience:

- At least three years of experience administering, managing and supervising a non-profit childcare, education or family service program
- At least 3 years of successful fund raising experience, with a major focus on individual donor solicitation and grant writing oversight. Events and corporate solicitation experience a plus
- Financial management expertise including successful nonprofit budget creation, regular monitoring and reporting oversight
- Long-range planning leadership experience
- Working with diverse communities
- Implementing anti-bias theories and methods
- Experience in working with and developing an effective non-profit Board of Directors
- Computer literacy, especially with experience working with MS Office

Requirements:

- Ability to lift and hold children and/or educational materials up to 40lbs
- Valid Washington State Driver's license
- Ability to pass state required criminal history screening
- Negative TB test prior to hire
- Fluency in written and spoken English; a second language is a plus.

Education: Masters Degree in Human Development, Early Childhood Education or related field preferred. Bachelors and ample experience may substitute.

Salary Range: \$50,000 - \$60,000 DOE plus an excellent benefits package

Employment Practice: *PMCCP is an Equal Opportunity Employer. Applications are considered without regard to race, age, sex, color, religion, disability, national origin, marital status, mental or physical handicap, sexual orientation (heterosexuality, homosexuality, bisexuality and gender expression of identity) or any other classification protected by law. People who add to our diversity are encouraged to apply.*

Application Procedure: The deadline for application is March 16, 2012. To apply, submit resume, cover letter with the responses to supplemental questions, and three professional references to: edsearch@pikemarketkids.org. No phone calls please.

Please answer the following questions in your cover letter, limiting your response to a total of 3 pages or less.

1. What is your vision for early childhood education?
2. Describe your philosophy on fundraising. What have been your main successes in this area and why?
3. Explain how your experiences, values and/or practices can address the needs of a diverse group of children, families and staff.