

St. Nicholas Early Learning, Inc

Interim Executive Director

Job Description

JOB TITLE: Interim Executive Director

START DATE: ASAP

STATUS: Full-Time

REPORTS TO: The St. Nicholas Early Learning, Inc Board of Directors

LOCATION: Indianapolis, IN

THE ORGANIZATION

St. Nicholas Early Learning, Inc. is a safe, welcoming, and high quality childcare serving children of diverse racial and socioeconomic backgrounds. We are committed to providing every child with a high quality program and secure environment that will allow children the opportunity to explore and foster their own growth potential. We believe in a child's ability to learn in the most natural environment possible, with many opportunities to foster play and exploration.

St. Nicholas Early Learning Directors and Staff will work to develop a life-long love of learning in all children and are committed to walking alongside every family in providing their children with an excellent, stimulating environment for the beginning years of life.

We currently serve up to 58 students and have a staff of 10 full-time and 6 part-time teachers and teaching assistants.

THE ROLE

The Interim Executive Director will be responsible for St. Nicholas Early Learning, Inc. operations, administration and human resources. In addition, they will assist in fund development and strengthening existing community partnerships.

The Interim Executive Director position will be for a period of approximately 3-6 months at 30-40 hours per week salaried and will report directly to the St. Nicholas Early Learning, Inc. Board of Directors.

RESPONSIBILITIES

Program Management

- Supervise all program planning, organizing, operating
- Ensure all federal, state, and local childcare regulations are being followed
- Support program and staff training and evaluation to ensure Pathways to Quality Level 3 qualifications are maintained
- Manage the new family stewardship process by giving tours, overseeing all new student enrollment, maintaining the wait list, and determining tuition assistance and voucher support levels as needed
- Oversee the tracking of child enrollment and tuition assistance/vouchers for accuracy
- Manage/oversee information technology, including the website, ongoing maintenance and updating of systems hardware and software
- Maintain relationships with landlord and vendors and oversee services, updates, and repairs as needed
- Attend monthly Board of Directors meetings to inform the Board of enrollment, tuition, staffing, and budgetary information, and other relevant program issues, changes, accomplishments
- Provide program related input to Board of Directors for strategic planning purposes

- Manage email communications, donor databases, quarterly newsletters, and general communication with staff, families and the Board of Directors.

Budget Management

- Ensure financial management and bookkeeping systems are accurate and within established FY20 budget
- Ensure tax, insurance, and worker's compensation payments are processed appropriately
- Ensure tuition payments are processed weekly and in line with family contracts
- Oversee all banking, bill paying, money tracking and handling in line with FY20 budget

Team Management & Human Resources

- Supervise all full and part-time teaching staff
- Supervise Interim Teacher Coordinator and Administrative Assistant to strengthen programming/procedures and streamline processes
- Build individual relationships with staff, which includes hands-on interaction with day to day operations, to maintain staff morale during the transition period
- Assume responsibility for interviewing, hiring, and training for any vacant full and part-time roles
- Implement established employee policies, training, and legal compliance requirements

Community Engagement

- Articulate St. Nicholas Early Learning, Inc, mission, philosophy and practices to the staff, families and public
- Strengthen relationships with community partners and neighborhood outreach programs as needed
- Represent St. Nicholas Early Learning, Inc. in community speaking engagements and programs as well as private and public functions as needed

QUALIFICATIONS

- Prior work experience with non-profit organizations, preferably early childhood development centers or a related field
- Able to work occasional weekend, early or evening work hours required
- Demonstrated administrative, financial, and budget management skills
- Team player with superior interpersonal skills, as well as a capacity to engage in critical thinking and analysis of programs and service delivery
- Bachelor's Degree

NEXT STEPS

Interested in this position? Apply now by submitting your resume and a brief cover letter to Administrator@stnicholasel.org. Applications will be reviewed on a rolling basis with the intention of filling the position as soon as possible.