



CORNERSTONE CHILDREN'S LEARNING CENTER EXECUTIVE DIRECTOR Job Description

Job Title: CCLC Executive Director (Full-time)

Supervision: Reports to CCLC Board

Job Description:

The primary purpose of the Executive Director (ED) role is to lead the day-to-day administrative management of Cornerstone Children's Learning Center (CCLC). The ED will work closely with the CCLC Board Chair to ensure that all corporate functions are adequately conducted. The ED will be an *ex officio*, nonvoting director of the Board. The ED will provide direct and consistent oversight and tutelage of CCLC operations and monthly reporting to the CCLC governing board. This oversight would include regular meetings with CCLC Directors and managers as well as maintaining an open-door policy that allows employees and parents to communicate concerns and best practices.

Expectations:

It is expected that the ED will attend the monthly CCLC Board Meeting and provide written reports as needed by the Board. The ED will also manage the relationship between the Board and the Center's management firm, ChildTime. Further, it is expected that the ED will lead with integrity, honesty and knowledge in a way that promotes the culture, mission, vision, and values of CCLC and LSC. The ED will also seek to follow the example of Jesus in his love for all people and in special care for children, by providing care and education for children of all economic, ethnic, cultural, and religious backgrounds and by modeling the love of Jesus to the children, family, and staff of the Center.

Essential Functions:

BOARD

- Carrying out all policies established by the Board.
- Attending meetings of the Board and committees of the Board.
- Preparing reports, assisting with the agenda and other materials needed to facilitate the function of the Board and Board meetings.
- Reporting the financial condition of the CCLC to the Board.
- Signing contracts and other documents which the Board has authorized to be executed.

FAMILIES

- Maintaining high retention levels through excellent customer service. This includes building strong relationships with parents and families, encouraging parent involvement and feedback, and providing regular parent communication.

BUDGET and FINANCES

- Preparing an annual budget to recommend to the Board of Directors, showing expected revenue and expenditures.

- Supervising the business affairs to ensure that funds are collected and obligations are paid out in a timely manner. Working closely with the accountant to ensure records are accurate and reporting is functional.
- Analyzing financial statements, school statistics, enrollment reports and taking appropriate action to meet goals set by Board of Directors.
- Managing expenses, interfacing with management company employees as needed.

MARKETING/ENROLLMENT/COMMUNITY

- Creating a marketing plan and directing its execution with CCLC's vendors and outside resources.
- Developing effective local marketing strategies and community partnerships.
- Conducting tours with prospective families.
- Identifying and pursuing opportunities for fund raising and fund development.

PLANNING

- Leading strategic planning and financial goal setting with CCLC Board and staff.
- Appropriately communicating strategic plans to staff and managing implementation.

PROPERTY

- Ensuring facility maintenance. Maintaining the property of the Center and coordinating repairs, improvements and other building requirements as needed, with Cornerstone Center.
- Coordinating schedules for building availability, security, fire drills, and use of auxiliary rooms.

LASALLE STREET CHURCH (LSC)

- Creating and maintaining a strong connection to LaSalle Street Church, its staff, congregants, and other LSC ministries.
- Representing LSC by promoting a nurturing, love-filled environment for children and families of CCLC.

ACCREDITATION

- Maintaining the accreditation, meeting standards and requirements described in the accreditation, filing reports and requesting resources as necessary to keep the NAEYC accreditation active.
- Meeting NAEYC standards for Operational Administrator or equivalent.

STANDARDS/MODEL

- Creating a positive, enjoyable work environment, inspiring trust and loyalty among staff.
- Modeling appropriate professional behavior in stressful situations. Communicating with all appropriate individuals. Taking appropriate and timely action. Maintaining confidentiality.
- Maintaining an awareness of cultural diversity and incorporating cultural sensitivity in all school activities.

Experience/Skills Required:

- BA/BS in childhood or early childhood education or BA/BS in business or nonprofit management.
- At least 3 years' management experience in a nonprofit organization or a childcare center.
- Entrepreneurial orientation and the ability to lead independently.
- Solid writing and analytical skills; must produce reports and financial summaries for the Board.
- Strong communication skills.
- Capacity to build strong relationships with the Board, teaching staff and our primary vendor.
- Competency with MS Office and other common software applications.