

Executive Director

Our Little Village Learning Center

The Executive Director of Our Little Village Learning Center provides strategic, operational, and mission-centered leadership for the educational and business development goals of the learning center. This role supervises the Director of Education and is responsible for ensuring educational excellence, financial sustainability, regulatory compliance, and alignment with the Christian-based mission and intergenerational vision of The Village of Harmony Hill.

The Executive Director serves as the primary steward of OLV's long-term success by balancing educational quality, team development, enrollment growth, community outreach, and fiscal responsibility while fostering a culture of collaboration, accountability, and care.

Key Responsibilities

Leadership & Governance

- Provide direct supervision, mentorship, and performance oversight of the Director of Education
- Demonstrate strong, visible leadership that fosters trust, growth, collaboration, and accountability across the OLV team
- Participate in leadership development meetings and implement an agreed-upon annual leadership growth plan in collaboration with Sister Barb
- Maintain alignment with Board of Directors expectations, attend monthly BOD meetings, prepare reports, participate in weekly admin meetings with Sr. Barb, and participate in annual program reviews and reporting
- Lead with integrity and a desire to learn while modeling the Christian-based core and values of the learning center
- Learn how to use the EOS System and VTO to guide direction setting and accountability

Program Oversight & Educational Excellence

- Ensure implementation and ongoing evaluation of:
 - QRIS Training Plan
 - Pathway Training Plan
- Partner with the Director of Education to ensure curriculum quality, classroom consistency, and staff development are held to the highest standard of excellence
- Support and approve the annual Intergenerational Program Plan, ensuring meaningful collaboration between OLV and the senior living campus

- Attend one statewide or national child care conference annually to remain current on best practices and emerging trends
-

Financial & Enrollment Accountability

- Meet or exceed budgeted enrollment targets
 - Meet or exceed financial performance goals, ensuring the child care program operates sustainably
 - Oversee tuition structures, census to staff ratios, and ensure student tuition contracts are completed and maintained in a timely manner
 - Collaborate with organizational leadership on budget planning, forecasting, and financial reporting
 - Ensure annual child care program reviews meet or exceed 90% performance benchmarks
-

Operations, Compliance & Risk Management

- Maintain all required ServSafe certifications by staff
 - Ensure the building meets organizationally agreed-upon security standards, including video monitoring and door access systems
 - Create, maintain, and annually review an Emergency Preparedness Plan, adopted and approved by the Board of Directors
 - Ensure compliance with state licensing, safety regulations, and organizational policies
 - Serve as the point of accountability for operational readiness, safety, and risk mitigation
-

Qualifications

Education & Experience

- Bachelor's Degree in Education preferred
 - Minimum of 3 years experience in education or a closely-related field
 - Demonstrated business acumen and financial understanding preferred
-

Required Competencies & Attributes

- Strong, confident, and emotionally intelligent leadership style

- Extraordinary team-building and relationship-management skills
 - Ability to lead through change with clarity, consistency, and compassion
 - Strategic thinker with the ability to balance mission, people, and performance
 - High level of organization, follow-through, and accountability
 - Commitment to maintaining a faith-based, values-driven environment
-

Performance Expectations

The Executive Director will be evaluated on their ability to:

- Lead and develop a strong and mission-aligned team
- Achieve enrollment and financial performance goals
- Maintain high-quality educational and intergenerational programming
- Ensure operational compliance, safety, and preparedness
- Uphold and advance the Christian-based mission and values of Our Little Village Learning Center