

Gilpin Mountain Kids Early Learning Center

Black Hawk, CO

Job Description: Executive Director

Position Overview:

The Executive Director (ED) is responsible for the overall leadership, management, and operational success of the childcare center, providing high-quality early childhood education and care for children ranging from infants to preschool-aged. The ED will work closely with the Board of Directors, staff, parents, and the community to ensure that the center provides a nurturing, educational, and safe environment for young children.

Key Responsibilities:

1. Leadership & Management:

- Provide strategic vision and leadership to ensure the center's mission and goals are met.
- Oversee daily operations, including program development, staffing, curriculum implementation, and compliance with licensing and regulatory standards.
- Ensure that all staff are well-trained, supported, and motivated to deliver high-quality services.
- Lead, supervise, and mentor center leadership team (e.g., program coordinators, administrative staff).
- Establish and enforce policies and procedures that reflect best practices in early childhood education.

2. Financial Oversight:

- Manage the center's budget, ensuring financial sustainability and efficient resource allocation.
- Work with the Board of Directors to develop and implement strategies to achieve and maintain a balanced budget, including tuition collection and fundraising efforts.
- Analyze financial statements and prepare reports for the Board of Directors, highlighting financial performance, trends, and recommendations.
- Oversee all aspects of billing, including tuition management and payments.

3. Curriculum & Program Development:

- Oversee the development and implementation of an age-appropriate curriculum that meets the developmental needs of infants, toddlers, and preschoolers.
- Promote best practices in early childhood education, ensuring the curriculum aligns with state standards and reflects the latest research.

- Regularly assess the effectiveness of the educational programs and make adjustments based on feedback from staff, parents, and observations.

4. Parent and Community Engagement:

- Build and maintain strong relationships with parents, ensuring open communication and involvement in the center's activities and development.
- Develop and implement programs and activities that support family engagement, including parent education, workshops, and community outreach events.
- Represent the center within the local community, cultivating partnerships with local organizations, businesses, and other early childhood education providers.

5. Staff Development & HR Management:

- Recruit, hire, train, and retain qualified staff for all positions within the center.
- Develop and implement ongoing professional development opportunities for staff, ensuring they are well-equipped to meet the needs of children and families.
- Manage performance evaluations and provide feedback and coaching to staff as needed.
- Ensure compliance with state and local employment laws and regulations, including child safety, health, and background checks.

6. Compliance & Quality Assurance:

- Ensure the daycare center operates in full compliance with state and local licensing regulations, health and safety standards, and child care policies.
- Regularly conduct facility audits and risk assessments to ensure the safety and cleanliness of the environment.
- Work with accreditation agencies and maintain all necessary certifications, ensuring the center meets high standards of care and education.

7. Marketing & Public Relations:

- Oversee the center's marketing efforts, ensuring a positive and consistent brand presence within the community.
- Develop and execute strategies for increasing enrollment, including community outreach, partnerships, and promotional activities.
- Respond to inquiries from prospective parents and provide tours of the facility, ensuring all potential families understand the center's philosophy and programs.

8. Board & Stakeholder Relations:

- Work closely with the Board of Directors to set organizational goals, objectives, and policies.
- Provide regular reports to the Board on financial performance, staffing, programs, and overall center health.
- Support fundraising efforts, including grants, donations, and community partnerships.

Required Qualifications:

- Bachelor's degree in Early Childhood Education, Child Development, Business Administration, or a related field (Master's preferred).
- Minimum of 5-7 years of progressive experience in early childhood education, with at least 3 years in a leadership or management role.
- In-depth knowledge of early childhood education principles, licensing requirements, and regulatory standards.
- Proven experience in financial management, including budgeting, financial reporting, and resource allocation.
- Strong leadership, organizational, and interpersonal skills.
- Excellent communication skills, both written and verbal, with the ability to engage with diverse groups, including staff, parents, children, and the community.
- Commitment to ongoing professional development and maintaining current knowledge of best practices in early childhood education.
- The center is considered a large child care center as it has a maximum capacity of over 16 children. Therefore, a Directors Qualifications Letter or Certificate, issued by the Colorado Department of Early Childhood, OR a current Early Childhood Professional Credential (ECPC) Level III or higher in Version 3.0 is required.

Preferred Qualifications:

- Experience with program accreditation processes (e.g., Colorado Shines and NAEYC).
- Familiarity with child development software and management systems.

Work Environment:

- Full-time position, with a work schedule that may require flexibility, including evenings or weekends for events or meetings.
- The role will primarily be performed on-site at the daycare center, with occasional off-site meetings or community engagements.

Compensation:

- Hiring Range: \$55,000 - \$72,000 annual salary
- Benefits package including health insurance, paid time off, and retirement plan options.
- Professional development opportunities.

This role is ideal for an experienced and passionate leader who wants to make a significant impact on the lives of young children and families in a rural/mountain setting. The Executive Director will play a vital role in shaping the future of the childcare center and ensuring a high standard of care and education for all children.

