



## Early Learning Center Director

### About Sixth Avenue Community Development Corporation

Sixth Avenue Community Development Corporation (Sixth Avenue CDC) is a community-based nonprofit organization committed to expanding access to education, enrichment, and opportunity for children and families. Our Education and Outreach initiatives includes summer camp, after-school tutoring, and academic enrichment programs serving K-12 students. As we continue to grow, we are preparing to launch an **Early Learning Center** to deepen our impact by serving infants, toddlers, and preschool age children to support families during the most critical years of child development.

### Position Overview

The **Early Learning Center Director** will lead the planning, launch, and daily operations of the Sixth Avenue Early Learning Center. This individual will be responsible for building a high-quality, nurturing, and compliant early childhood program from inception, shaping our long-term community impact. The ideal candidate is a passionate, hands-on leader with extensive experience in early childhood education, program development, team leadership, and family engagement.

### Key Responsibilities

#### Program Development & Leadership

- Design and present a 12-month operational plan and age-appropriate curriculum
- Lead the start-up and launch of the Early Learning Center, including systems, schedules, policies, and procedures
- Ensure developmentally appropriate, culturally responsive, and trauma-informed practices

#### Compliance & Licensing

- Ensure full compliance with Alabama Department of Human Resources (DHR) licensing requirements
- Maintain up-to-date records, certifications, ratios, inspections, and required documentation
- Stay current on state regulations, best practices, and early childhood standards

## **Staff Management & Culture**

- Hire, train, supervise, and support early learning staff
- Create a positive, professional, and mission-driven work environment
- Lead by example with strong classroom presence and ethical leadership

## **Family & Community Engagement**

- Build strong, trusting relationships with parents and caregivers
- Communicate regularly with families about program expectations and child progress
- Create family engagement events, showcases, and shared learning opportunities
- Represent and promote the Early Learning Center positively to community and partners

## **Operations & Budget Management**

- Develop and manage program budgets in collaboration with leadership
- Track enrollment, staffing needs, supplies, and operational costs
- Support fundraising and grant compliance as related to early learning programming

## **Qualifications**

- Degree in early child development, early childhood education, or related field and extensive experience in childcare programming
- Experience with program start-up, systems development, or center leadership
- Strong knowledge of DHR licensing, compliance, and inspections
- Ability to develop curriculum, manage budget, and establish quality learning
- Experience working with families and establishing positive connections
- Strong leadership, communication, and organizational skills
- Required and up-to-date **early childhood certifications** (per Alabama DHR standards)

**Location:** Birmingham, AL

**Position Type:** Part-Time

## **How to Apply**

Interested candidates should submit:

- Resume
- Cover letter outlining experience and vision for an Early Learning Center
- Brief overview of approach to curriculum development and family engagement

Send applications to: [support@sixthavenuecdc.org](mailto:support@sixthavenuecdc.org)