



## Little Rangers Learning Center Executive Director Job Description

### **Little Rangers Learning Center Overview:**

Our mission is to create an early learning environment for young children that encourages creativity, independence, self-confidence and inquisitive learning. It is our hope that each child leaves Little Rangers Learning Center (LRLC) with the ability to be a kind and contributing member of their community and a steward of their environment.

### **Position Overview:**

Little Rangers Learning Center is an established 501c3 nonprofit organization seeking an experienced Executive Director to lead our company. The successful candidate will be responsible for overseeing all aspects of our organization, ensuring that we are operating efficiently and effectively to meet company goals. In this role, you will be the face of our organization, working closely with the Board of Directors, other childcare resource organizations, the public and government officials. You will ensure that staff members are aligned with the organization's mission and vision and that we are working together to successfully achieve strategic objectives. Our organization has a close-knit culture in which we place a high priority on communication, recognition and collaboration. We are in search of an Executive Director who is aligned with our culture and will continue to enhance it through positive leadership.

### **Duties and Responsibilities:**

1. Provide Fiscal Leadership
  - a. Develop and oversee annual budgets for Little Rangers Learning Center
  - b. Oversee all contracts for program funding. Oversee and assist program coordinators as needed in reports and contracts for their program
  - c. Develop all program information and narrative to support grant submissions. May require tight deadlines. Grant proposals as needed.
  - d. Oversee planning and implementation of fundraising
  - e. Monitor budgets, approved expenditures, and report all fiscal activity in an accurate and timely manner
  - f. Provide monthly financial reports to the Board of Directors
  - g. Management of yearly tuition assistance program and process
  - h. Develop annual fundraising events
  - i. Build and grow donor relationships
2. Develop short-range and long-range goals for programs
  - a. Plan for program growth and expansion with the Board of Directors

- b. Serve as a non-voting member of the Board of Directors
- 3. Recruitment and Retention of Staff
  - a. Oversee supervision of all staff and volunteers
  - b. Facilitate staff meetings
  - c. Establish staff goals, recognize staff achievements & conduct staff evaluations
  - d. Advocate for the staff with the Board of Directors
  - e. Ensure that employee policy is being met
- 4. Maintenance of Programs
  - a. Communicate with the Board of Directors on program activities
  - b. Assure terms and conditions of funding agency(ies) are met, as applicable.
- 5. Board Relations
  - a. Board meeting preparation, attendance & followup
  - b. Committee meeting preparation, attendance & followup
  - c. Liaison between staff, families and the Board of Directors
  - d. Strategic/business plan implementation
  - e. Help with the annual report
  - f. Facilitate board involvement with initiatives and events
  - g. Keep Board of Directors informed and up to date of happens of LRLC
- 6. Public Relations, Public Advocacy & Marketing
  - a. Represent LRLC and childcare at community meetings and events
  - b. Work with funders, local employers, Childcare Task Force, Chamber of Commerce, nonprofit roundtable, coordinating council, and other relevant groups to ensure childcare remains a focal point of support in our community
  - c. Represent LRLC and childcare with elected officials and other statewide groups
  - d. LRLC media relations point of contact
  - e. Create monthly informative newsletters and send to LRLC families and the community
  - f. Create and maintain a marketing campaign for community education and engagement - social media, print material, special events, etc.

**General Work Characteristics:**

- 1. Contribute to the center's website
- 2. Complies with all LRLC employee and fiscal policies
- 3. Ensures outstanding customer service and effective conflict resolution
- 4. Completes assigned work in a timely manner and communicates with the Board of Directors about project updates
- 5. Attend and contribute to the monthly staff meetings and reports, board reports and center newsletters
- 6. Attend and contribute company committee meetings

7. Utilizes shared calendar system; submits completed time sheets in a timely manner and submits leave requests well in advance of anticipated leave
8. Behaves as a courteous and responsible representative of LRLC interaction with other staff and community members
9. Future promotes LRLC and its mission to community members, potential donors, clients and policy makers as needed.
10. Other duties as assigned by the Board of Directors

**Qualifications:**

*Suggested Knowledge, Skill and Abilities (Behaviors)*

1. Excellent ability to communicate both orally and in writing
2. Ability to operate a personal computer and general office equipment as necessary to complete essential functions, including using spreadsheets, work processing, database, email, and other computer programs
3. Knowledge or willingness to learn the grant writing process and/or contract management

*Minimum Qualifications (Education & Experience)*

A bachelor's degree in Human Services or a related field. Five years relevant work experience in the following areas: Administration, Program Development, Child Care, Early Childhood Education or training required.

**Physical and Environmental Demands:**

This job is primarily office-based at Little Rangers Learning Center in West Yellowstone, MT; however some travel may be necessary for meeting or training. This position requires flexibility in scheduling and some work must be performed outside of traditional office hours. Occasionally, away from home, overnight stay may be required with advance notice.

**Special Requirements:**

Must successfully pass an FBI Fingerprint and Background check

**Compensation & Benefits:**

1. \$65,000 - \$80,000 DOE
2. Housing available - \$12,000 value
3. Paid training for any position required. Board approval of training costs prior to registration