

The Reston Children's Center (RCC) seeks visionary, high-energy, experienced, and caring candidates for its next Executive Director.

In its 54th year of operation serving Reston and nearby communities, RCC seeks to continue its tradition of promoting play-based learning opportunities and individual creativity, while maintaining high standards of care and fostering equal opportunity in learning and education for all children. In addition, the staff, members, and Board together look toward the future of RCC with anticipation of opportunities for growth and change aligned with its mission.

RCC is a parent-governed cooperative organized to finance and operate a non-profit community program serving the developmental and educational needs of children and providing support systems for families. At its regular capacity, RCC enrolls more than 200 students each school year, including programs for infant and toddler care, preschool, kindergarten, and before- and after-school enrichment and summer camp for school-age children grades kindergarten through sixth.

The responsibilities and expectations of the Executive Director include:

- Reporting to, communicating with, and working closely with the Board of Directors to seek their involvement in strategic planning, policy decisions, and fundraising to ensure fulfillment of the RCC mission and strive for its vision into the future.
- Leading RCC operations through application of current research and developments in the field of early childhood education and childcare services to shape programs and develop staff.
- Evaluating and ensuring appropriate program curricula, in collaboration with Program Directors, including developmentally appropriate materials, equipment, staff training, and physical space.
- Overseeing and managing the overall fiscal integrity of RCC, including operating within approved budgets; ensuring maximum resource utilization; monitoring and meeting enrollment targets; preparing necessary financial documents and reports; and maintaining a positive financial position.
- Establishing employment and administrative policies and procedures for all functions and the day-to-day operation of RCC that ensure sustainability of all programs and operations.
- Maintaining county, state, and federal government health and safety standards, including but not limited to all aspects of the USDA Child Care Food Program; Virginia Health Department and USDA requirements on food handling and preparation safety and cleanliness standards; and Virginia Licensing regulations pertaining to environmental, health, and security standards for all indoor and outdoor facilities.
- Ensuring clear and timely communication to staff and families through various channels, including but not limited to newsletters, external emails, internal memos, marketing materials, and social media postings.
- Utilizing effective and strategic communications in marketing efforts to assist in maintaining enrollment targets.
- Managing all aspects of the RCC facility through working with parent volunteers and contracted service providers, including but not limited to cleanliness and upkeep of the building and ground, regular and emergency repairs, updates to telecommunications and IT systems, and major renovation projects.

- Maintaining required documents and records for RCC's children, staff, and Board of Directors for administrative procedures and practices to ensure compliance with federal, state, and local regulations.
- Maintaining and enhancing RCC's image by serving as primary spokesperson for various audiences; working with professional, civic, and private organizations in the greater Reston community; and being an active liaison to representatives of local, state, and federal governments to support legislation regarding quality, availability, and/or affordability of early childhood education programs.

Successful candidates will meet the following qualifications:

- MA in Education or related field.
- Minimum of seven years in a senior leadership role in an early childhood education setting, including demonstrated experience with finance and personnel management.
- Experience teaching in an early childhood setting.
- Demonstrated strong written and verbal communication skills.
- Demonstrated organizational abilities, including planning, delegation, project management, program development, and task facilitation.

Candidates with any or all of the following desired attributes should make specific mention in their application materials:

- Experience working with a Board of Directors.
- Active engagement with continuing professional development, especially regarding working knowledge of play-based learning theory.
- Ability to envision, plan, and communicate the organization's strategic future to the staff, Board, members, and general public.
- History of successfully generating new revenue streams, improving financial results, and leading fundraising initiatives.
- Experience with evaluating, selecting, and overseeing work of outside vendors and consultants.
- Experience with facilities management and food program oversight.
- Active involvement in the broader early childhood education and/or childcare community.

Successful candidates will be required to provide a negative TB test and clear criminal record, based on background check.

RCC offers a competitive compensation package, negotiable based on candidate qualifications.

RCC is an equal opportunity employer, celebrating a diverse and inclusive workplace. RCC does not discriminate on any basis.

Please send a comprehensive communication of interest, including a resume relevant to the items listed above and a cover letter that explains your interest in this position, salary requirement, and a brief memory of the most meaningful experience you recall with a teacher from your own early childhood to EDsearchRCC@gmail.com.