

Organization: Riverhouse Children's Center is a large non-profit childcare center that has been operating in Durango for 20 years. Riverhouse is licensed to provide childcare to 72 children, ages six weeks to 5 years old across six different classrooms.

Position Overview: The Executive Director reports to Riverhouse's Board of Directors and is responsible for the overall management, administration, and strategic direction of the non-profit daycare center. The Executive Director will ensure adherence to organizational policies, mission, and vision while overseeing staff, financial management, and public relations.

Key Responsibilities

The job duties and responsibilities for the Executive Director include but are not limited to the following and any other duties delegated by the Board of Directors.

General Administrative:

- Adhere to the Articles of Incorporation and Bylaws and ensure compliance with all legal and regulatory requirements;
- Develop and implement administrative policies, procedures, and protocols to professionalize organizational management;
- Maintain administrative records, including audits, financial records, and legal documentation;
- Ensure facility is maintained and manage contracts for insurance coverage and building maintenance;
- Identify and evaluate the risks to the organization's clients, staff, management, volunteers, property, finances, goodwill and image and implement measures to control risks;
- Responsible for the day-to-day operations of the organization in consultation with the Board;
- Develop and implement annual organizational goals and objectives.

Staff Management:

- Recruit, hire, and assist in supervision of teaching staff;
- Oversee the Program Directors and ensure the implementation of program goals;
- Manage teaching staff performance reviews and setting annual goals for staff in collaboration with Program Directors;

- Encourages team-building by facilitating open communication and positive working relationships with employees;
- Communicate new policies and procedures to employees, provide training where required.

Strategic Plan Management:

- Maintain, implement, and adjust the organization's strategic plan as necessary;
- Report progress and recommend changes to the Board as needed.

Financial Management:

- Collaborate with Program Directors and Board members to create and manage the annual budget;
- Make necessary financial adjustments to meet program and financial goals;
- Assist Program Director in the monitoring of financial records, payroll, and monthly financial reporting;
- Coordinate the annual audit with an independent Certified Public Accountant.

Public Relations:

- Serve as the primary liaison with government bodies, media, and community volunteers;
- Lead public relations efforts and develop marketing strategies;
- Represent Riverhouse Children's Center to the community and foster collaborations and partnerships;
- Assist Program Directors in coordinating special events;
- Creates an inclusive environment that welcomes families, provides opportunities for parents to participate, and provides support and resources to families and children.

Board Relations & Development:

- Assist in recruiting, training, and coordinating new Board Members;
- Support Board President in forming and supporting Board Committees;
- Attends and presents in Board Meetings, providing a monthly report on the operations of the organization for Board meetings;
- Identify, assess and inform the Board of Directors of any internal or external issues that affect the organization.

- Assist the Board of Directors to develop a vision and strategic plan to guide the organization

Qualifications:

- Bachelor's degree in Education, Business Administration, Non-profit Management, or related field (Master's preferred);
- Minimum of 5 years of experience in education, preferably in early childhood education, and a minimum of 2 years of experience in non-profit management, management/supervision of teachers, non-profit staff, or volunteers;
- Strong understanding of financial management, budgeting, and use of technology;
- Excellent leadership, communication, and interpersonal skills;
- Ability to work collaboratively with staff, Board Members, families, donors, and community partners;
- Knowledge of childcare regulations and licensing requirements;
- Commitment to the mission and values of Riverhouse Children's Center.

Preferred:

- Experience with technology, including Google Docs, Quickbooks, Microsoft Office, and website management.

Salary: \$57,000 to \$60,000 with benefits that include a Durango Primary Care health membership, dental insurance, retirement fund with 3% match, and vacation and sick time.

Application Process: Interested candidates should submit a resume and cover letter to riverhouseboard@gmail.com. Applications will be reviewed on a rolling basis until the position is filled.

Riverhouse Children's Center is an equal opportunity employer committed to diversity and inclusion in the workplace. We encourage applications from all qualified individuals regardless of race, ethnicity, religion, gender, sexual orientation, age, disability, or veteran status.