



**Linda Vista
Children's Center
is seeking an
Executive Director**

EXECUTIVE DIRECTOR - LINDA VISTA CHILDREN'S CENTER

OUR MISSION STATEMENT:

Linda Vista Children's Center, established in 1971, is a licensed non-sectarian, non-profit child development center serving infant through pre-kindergarten children. We provide a high quality, developmentally appropriate program in a safe, loving environment where each child can develop socially, emotionally, physically, and intellectually. We value diversity in all areas, including race, religion, national and ethnic origin, gender, sexual orientation, and socioeconomic status.

OUR EDUCATIONAL PHILOSOPHY:

We believe children are most likely to flourish in a caring atmosphere with competent staff committed to providing love and creative activities. Linda Vista Children's Center focuses on the essential social development that occurs in the early childhood years. Our program promotes self-respect, respect for others, self-control, and appropriate expression of feelings.

OUR BELIEFS AND VALUES:

Excellence

Linda Vista Children's Center strives for excellence in all areas, including:

- Highly trained and supported Staff
- Developmentally appropriate and engaging curriculum
- Child-centered facilities
- A physical environment oriented for health and safety
- Low teacher-to-child ratios
- Extensive professional resources

Inclusive Community

We strive to develop and nurture relationships within and outside of the Center through:

- Mutual respect
- Diversity among staff, children, and families with respect to ethnicity, race, culture, religion, socio-economic status, and sexual orientation
- Community awareness and involvement
- Responsibility

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Nurturing Environment

We create a supportive, interactive, encouraging environment for all who are involved with LVCC -children, families, staff, and community. We do this through:

- Advocacy for individual children's needs
- Friendliness
- Loving care
- A "Children First" philosophy
- Positive discipline

Developmentally Appropriate Practices

We provide a creative program that promotes the physical, social, emotional, and cognitive development of children while responding to the needs of families through:

- Curriculum
- Adult-Child interaction
- Extensive two-way communications between home and program
- Developmental evaluation of children

SUMMARY OF EXECUTIVE DIRECTOR POSITION:

Under the supervision of the Board of Directors, the Executive Director is the chief operating officer of the Children's Center and is responsible for day-to-day administrative management, personnel management and training, as well as program management and support. The Executive Director is responsible for maintaining effective working relationships with other organizations in the community and for fulfilling the Center's commitment to inclusion of all children, regardless of race, culture, ability or disability, in a high quality child development program. In addition, the Executive Director interfaces with the Board of Directors to implement all aspects of the operation which affect policy and fiscal decisions.

Characteristics and Traits Essential for LVCC's Executive Director:

The Executive Director will have a strong passion for early childhood education. S/he must have the ability to articulate and put into practice an educational philosophy which is consistent with the mission and principles of Linda Vista Children's Center. The individual will demonstrate a genuine compassion and respect for children and parents. S/he will have the sensitivity to work in a multi-cultural environment.

The Executive Director must have superior leadership skills. S/he must demonstrate effective decision-making, strategic thinking, and planning skills. S/he must be able to communicate effectively, both orally and in writing. The ability to extract ideas and clarify issues is essential for this role. S/he must exhibit a commitment to quality and attention to detail.

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The successful Executive Director candidate will have the knowledge and ability to work with a variety of personalities and individuals, including children, parents, teachers, staff, volunteers and the community. This individual will demonstrate trust and respect, while maintaining and nurturing the staff at LVCC.

The Executive Director leads a staff of over thirty. S/he will administer a budget of \$1 million to ensure that LVCC, its programs and staff continue offering child care to families with young children. This includes hiring and on-going evaluation of staff, and ensuring compliance with all State regulations.

Strategic Planning and Vision:

The Executive Director will assist the board with the on-going development and implementation of the strategic direction of the center. The successful candidate will be committed to implementing the board's plan and shaping it into the daily operational activities of the center.

Financial Responsibilities:

The Executive Director has overall responsibility for achieving financial goals set to meet all program and administrative expenses, including fundraising. The Executive Director creates and manages an annual budget controlling the day-to-day expenses of the organization, which is approved by the Board. S/he is able to understand and communicate information to the board about financial documents, including monthly profit/loss statement and balance sheet. The Executive Director is responsible for providing and explaining all financial reports to the Finance Committee Chairperson.

Program Development:

The Executive Director develops and implements programs and other activities that support the center's vision with help from the staff and the Board of Directors. Plans and oversees implementation of a comprehensive experience-based, child- and family-centered program which responds to children's unique developmental needs.

Administrative Management and Leadership:

The Executive Director is responsible for leading and supporting the staff and volunteers to achieve the goals and objectives of LVCC. S/he is responsible for the implementation of all personnel policies and procedures and for the hiring, supervision, evaluation, retention, professional development and termination of all staff. S/he maintains supportive relationships with parents, providing regular communication, and offering opportunities for parent education and involvement.

Board Relations and Development:

The Executive Director reports to the Board and serves as liaison from the Board to the organization. S/he works with the President and chairs of committees to achieve annual goals and to create the Strategic Plan.

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Minimum Education and Experience

- Bachelor's degree in child development, educational development, human services, or social services is (Required); master degree in non-profit management, business, public administration or related field (Desired); AND
- Three years senior management experience in an independent child development center; AND
- Three years experience in financial management, program management and supervision; AND
- Direct experience working with a Board of Directors, ideally a non-profit Board; AND
- Experience in program development and fund raising; OR
- Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

Salary is based on experience and education.

Please send resume to: sandy.ahlstrand@lvckids.org