

Executive Director

Full Time, Salary \$85,000 - \$105,000 DOE

Reports to Board of Directors

Direct Reports: Assistant and Education Directors



General Position Description

The Executive Director is responsible for the overall management of the organization, including ensuring exceptional child safety and program quality, leading a healthy workplace culture, and managing the school's finances, operations, enrollment, and external relationships. The Director establishes clear goals and direction for the organization, inspires and leads a diverse team of professionals, informs the board of directors, and champions the organization's vision, goals, and values.

This position reports to the Board of Directors.

Key Responsibilities

- ❖ Model a child-first culture that is safe, inclusive, and professional.
- ❖ Lead and develop a high-performing team; recruit, hire, onboard, coach, and retain staff.
- ❖ Establish clear goals, accountability, and norms aligned to policies and values.
- ❖ Ensure daily operations meet or exceed state licensing requirements, health/safety protocols, and staff-to-child ratios.
- ❖ Serve as or supervise the designated licensing contact and health/safety officer.
- ❖ Lead the strategic operation and administration of the organization. Oversee development, implementation, quality, measurement, and promotion of programs, products and services.
- ❖ Establish and build strong cooperative relationships with community groups, volunteers, families, and government officials.
- ❖ Lead and inspire staff to accomplish the goals of the organization and understand and fully embrace the mission and values. Ensure an engaging climate which attracts, motivates, and supports a talented, diverse staff to effectively execute programs.
- ❖ Ensure adequate funds from diverse, ongoing revenue streams to sustain and further the organization's mission and programs.
- ❖ Build strong relationships with the Board of Directors. Update the board on programs and funding and communicate any issues with potential to affect the organization and its mission. Manage budget planning and review with the Board of Directors.
- ❖ Work in close partnership with Early Childhood Options (ECO) to expand access to tuition assistance and support countywide child care objectives.
- ❖ Partner with the Board for the development, implementation, and periodic assessment of a strategic plan including goals, objectives, and timelines.
- ❖ Administer organization programs according to the Colorado Department of Human Services Rules and Regulations, and local Health and Fire Department regulations.
- ❖ Maintain all insurance policies, including but not limited to liability, workman's compensation, board of directors, oversee all claims
- ❖ Implement and maintain best practices for planning, programs, fundraising, finance, risk management, parent relations, health and safety, and HR.

- ❖ Maintain staff by recruiting, interviewing, hiring, training and evaluating staff as needed.
- ❖ Lead enrollment strategy, family outreach, tours, and retention initiatives. Maintain full enrollment consistently.
- ❖ Oversee all office functions including payroll, accounts payable and receivable, tuition billing and payment, human resources and personnel management (staff supervision) and purchasing.
- ❖ Develop and maintain wage and salary scales and criteria in accordance with policies and procedures. Maintain compliance with federal, state and local laws and regulations covering equal opportunity employment, minimum wages, etc.
- ❖ Maintain positive relationships with regulatory agencies; ensure legal and financial compliance.
- ❖ Establish illness and emergency procedures; ensure staff is trained appropriately.
- ❖ Maintain a minimum training requirement of 3 credits every 5 years as defined in the Department of Health and Human Services Rules and Regulations
- ❖ Assume duties of Education and Assistant Directors, Teachers as needed during their absence.

Required Qualifications

- ❖ Bachelor's degree required; Master's in Early Childhood Education, Education Leadership, Nonprofit/Public Administration, or Business preferred (or equivalent experience).
- ❖ Minimum five years progressive experience in nonprofit management at a leadership level.
- ❖ Solid knowledge of nonprofit accounting principles and financial procedures.
- ❖ Budget leadership experience (\$1.5M–\$2.5M) and strong financial acumen.
- ❖ Demonstrated success in school/child-care operations, licensing compliance, or early childhood program management.
- ❖ Excellent communication, conflict resolution, and family engagement skills.
- ❖ Fluent in English
- ❖ Committed to upholding WNS' mission, vision, and values
- ❖ Work with NAEYC code of ethics in mind and integrity
- ❖ Shows sensitivity and respect for cultural diversity
- ❖ Current/obtainable certifications as required by state/local regulations (e.g., pediatric CPR/First Aid, Director Qualifications).
- ❖ Ability to be discreet with confidential and sensitive information
- ❖ Must be able to pass a full criminal background check including fingerprinting and out-of-state background checks for individuals who have lived outside of Colorado within the past 5 years.

Preferred Qualifications

- ❖ Nonprofit governance experience, specifically planning, budgeting, management, and comfort partnering with a Board.
- ❖ Bilingual or multilingual
- ❖ Outstanding leadership, networking, and motivational skills.
- ❖ Demonstrated ability to build community relationships.
- ❖ Familiarity with Head Start standards and State-wide quality standards.

Educational Requirements

- ❖ Bachelor's Degree or higher in early childhood education or a related field of study.
 - OR Bachelor's Degree in unrelated field, plus at least six of the ten core ECE college-level courses
 - OR at least a Level 6 Credential from PDIS
- ❖ Medication Administration certification - provided by WNS within the first 60 days of hire.

Physical Requirements

- ❖ Ability to meet physical demands of an early childhood setting (e.g., lift 25–40 lbs, kneel, bend, move quickly in emergencies).
- ❖ Ability to lift 50 pounds

Schedule & Work Conditions

- ❖ On-site leadership presence during core school hours with occasional evenings/weekends for events and Board meetings.
- ❖ This role is designated as an **essential employee** for emergencies/closures planning.

Compensation & Benefits

- ❖ **Salary:** \$85,000 - \$105,000 annually, commensurate with experience. Possibility of sign-on bonus up to \$10,000, contingent on achieving goals set at the time of hire.
- ❖ **Benefits:** Health/Dental/Vision, retirement plan with 3% employer match after one year, paid time off, professional development, tuition discount/childcare benefit (if applicable).

Note: This position description is not intended to be an exclusive list of all of the requirements, duties, tasks, roles or responsibilities associated with the position. Nothing in this position description restricts WNS' ability to assign, reassign or eliminate duties and responsibilities of this job at any time. WNS is an "at will" employer, and WNS employees may be separated from WNS employment at any time and at the discretion of management.

Wildflower Nature School is an Equal Employment Opportunity Employer. WNS does not discriminate against applicants or employees on the basis of age, race, gender, color, religion, national origin, disability, sexual orientation or any other status protected by federal, state or local law.

How to Apply

Please submit a resume and a brief cover letter describing your interest and relevant experience to **wildflownatureschoolboard@gmail.com**. Applications will be reviewed on a rolling basis until the position is filled.