



Vision Statement: All young children are valued, healthy and thriving.

Mission: To improve the quality, affordability and availability of early childhood programs in Summit County, Colorado.

The **Operations Director** for Early Childhood Options plays a pivotal role in ensuring that Right Start, Summit PreK and Head Start programs operate effectively, providing technical assistance to partners, providers and families of summit county. This position requires a combination of educational expertise, managerial skills, and a commitment to the well-being and development of children in their formative years.

Job Overview: The Operations Director for Early Childhood Options is responsible for ensuring the efficient and effective operation of Right Start, Summit PreK and Head Start programs or services. This role involves overseeing administrative, logistical, and strategic aspects of the organization to ensure the delivery of high-quality services to children and their families. The Operations Director will report to the Executive Director.

Key Responsibilities:

1. **Strategic Planning:** Develop and implement operational strategies aligned with the organization's mission and goals to support early childhood education and care initiatives.
2. **Budget Management:** Create and manage budgets, allocate resources efficiently, and monitor financial performance to ensure fiscal responsibility.
3. **Program Oversight:** Oversee the day-to-day operations of Right Start, Summit PreK and Head Start programs, ensuring compliance with regulatory requirements and quality standards.
4. **Staff Management:** Recruit, train, supervise, and evaluate staff members.
5. **Compliance and Reporting:** Ensure compliance with all relevant laws, regulations, and licensing requirements, and prepare reports for funders, stakeholders, and governing bodies as necessary.
6. **Collaboration:** Foster strong partnerships and collaboration with other early childhood organizations, government agencies, and community stakeholders to enhance program outcomes and resources.
7. **Resource Development:** Seek and secure funding opportunities, grants, and partnerships to support program growth and sustainability.

8. **Data Analysis:** Utilize data and analytics to assess program performance, identify areas for improvement, and make informed decisions.
9. **Parent and Community Engagement:** Promote active involvement of parents and caregivers in their children's early education and maintain open communication with the community.

Qualifications:

Education

- Master's degree in related field preferred

Job Experience

- At least 5 years relevant work experience required; Experience working within operations management including data systems and related government contracts management, preferred.

Special Knowledge and Skills

- Experience with public and private funding in a non-profit or funder setting
- Outstanding organization and project management skills
- Ability to articulate metrics verbally, in writing, and with charts and graphs
- Knowledge of the use of data to track annual outcomes to goals, as well as longer term strategic initiatives
- Knowledge of childcare landscape in Summit County helpful

Health and Safety Requirements

- Prolonged periods of sitting at a desk and working on a computer and viewing monitor/lit screen
- Ability to lift approximately 20lbs
- Some travel may be required; Ability to travel by standard modes of transportation.

Other General Requirements

- All permanent employment is dependent on the results of background checks.
- All persons accepting a position within Early Childhood Options will be required to provide valid proof of COVID-19 vaccination for qualify for medical or religious exemption.

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Salary and Benefits

Salary ranges between \$62,000 and \$72,000 annually, dependent on education and experience. Generous benefits include health, dental, vision, wellness and PTO. Ski passes when available.

How to Apply

Qualified candidates should submit a letter of interest outlining relevant experience and a resume to catherine@earlychildhoodoptions.org. Please include "Operations Director" in the

subject line. Candidates invited for an interview will be required to provide three (3) references, including one current professional reference.

Early Childhood Options is an equal opportunity employer, hiring and promoting staff, recruiting volunteers, and providing services to individuals without regard to race, creed, ethnicity, gender, gender expression, sexual orientation, marital status, military status, national origin, age, weight, height or physical ability.

For more information about Early Childhood Options, visit www.earlychildhoodoptions.org