



BRECKENRIDGE MONTESSORI | Breckenridge, Colorado
NOW HIRING | Executive Director

Organization Overview

Breckenridge Montessori is a 501(c)3 nonprofit, American Montessori Society full-member preschool serving families in Summit County, Colorado and the surrounding mountains. Our mission is to foster early childhood potential through high-quality Montessori education enriched by nature, play, cultural experiences, and the unique offerings of our mountain community.

We are a small, close-knit school of 20 students, three classroom staff and an Executive Director in a single mixed-age classroom ages 2.5-6 years, where teamwork, collaboration, and a positive culture shape our daily work. We seek a Director with strong leadership, people management and business administration skills.

Our school is located in downtown Breckenridge, CO, a vibrant mountain community offering year-round outdoor recreation, including skiing, hiking, and biking.

Position Summary

Breckenridge Montessori seeks a mission-driven Executive Director to lead all aspects of school operations, including staff leadership, program oversight, fundraising, grantwriting, financial management, and community engagement. The Executive Director partners closely with the Board of Directors to ensure organizational sustainability and program excellence.

Key Responsibilities

- **Leadership & Staff Development:** hire, develop, and lead a high-performing team; oversee onboarding, scheduling, performance management, and staff retention while fostering a positive, professional culture.

- **Student Experience & Educational Oversight:** ensure a safe, respectful, and engaging Montessori learning environment; support instructional quality, student wellbeing, and enrichment programming.
 - **Family Engagement & Enrollment:** oversee enrollment and retention; serve as the primary point of contact for families; foster strong relationships and responsive communication to support student success.
 - **Operations, Compliance & Facilities:** manage day-to-day operations and facility needs; ensure full compliance with all licensing, health, safety, regulatory, insurance, and legal requirements.
 - **Financial Management & Fundraising:** oversee budgeting, tuition collection, payroll, and financial reporting; lead fundraising and grant efforts to support long-term sustainability.
 - **Board & Community Relations:** serve as liaison to the Board of Directors; represent the organization within the community and actively promote the value of Montessori education.
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Qualifications

Required:

- Bachelor's degree
- Current Large Center Childcare Director Certification by Colorado Department of Early Childhood (CDEC), or ability to obtain
- Current Level III Credential by CDEC, or ability to obtain
- Leadership and management experience
- Strong communication skills
- CPR/First Aid certification, or ability to obtain
- Ability to pass all required criminal background checks
- Must be 18 years or older

Preferred:

- Montessori Educator Certificate, credential and/or experience
 - Nonprofit or business administration education and/or experience
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Compensation & Benefits

- Salary: \$80,000-\$90,000 depending on experience and CDEC Professional Credentials
- Health Insurance (Medical, Dental)
- 401(k) retirement plan and match
- Sick days: 6 paid (as required by law)
- Approximately 6 weeks off each year
- Breckenridge Recreation Center Pass
- Breckenridge/Keystone Ski Pass
- Access to Elevated Essentials Program
- Housing available upon request and approval

- Professional development and paid training opportunities
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How to Apply

Please submit a resume and cover letter to the Board of Directors:
breckmontessoribod@gmail.com

Applications are reviewed on a rolling basis.

For more information about the school, visit our website
<https://www.breckmontessori.com/>

Equal Opportunity Employer

Breckenridge Montessori is an equal opportunity employer and complies with all applicable federal, state, and local employment laws. All offers are contingent upon successful background checks and credential verification.