



### **The Opportunity**

*The Child Care Council of Dutchess and Putnam, Inc. (the Council) seeks applicants for its next Executive Director. Are you a dynamic, caring, inspirational leader with outstanding interpersonal skills and a passion for promoting a healthy agency culture? Who can lead the organization through its next phase of growth and impact? This is a unique opportunity to profoundly impact the lives of children and families in our community. We invite you to read about the opportunity we have.*

### **Position Overview**

Child care and early childhood education in New York is at a pivotal moment in history. This Executive Director will have the opportunity to impact the quality of the early childhood ecosystem for all of its constituents: children and families, teachers and administrators, and the communities in which they live.

The Council seeks an inclusive and motivating leader with a proven ability to make strategic decisions and communicate effectively with a diverse audience. This visionary leader will inspire the organization around a clear purpose and set priorities for the future.

The Executive Director will oversee all aspects of the organization, including program development, management, fundraising, advocacy, and community engagement. Working alongside a dedicated staff and Board of Directors, the new Executive Director will build upon the organization's successful programs, events, reputation, and history to advance its mission into the future.

The ideal candidate should have senior-level managerial experience, be capable of creating consensus and developing relationships, and have a proven ability to lead and manage human and financial resources strategically. Key personal attributes include high emotional intelligence and outstanding interpersonal skills.

The Executive Director will cultivate a culture of growth, collaboration, and high performance within the team. As a strong leader and strategic partner, the Executive Director encourages individual development, establishes clear goals and expectations, thoughtfully delegates responsibilities, and holds staff accountable for their results.

The Executive Director will report to the Board of Directors and work closely with them to ensure that the Council operates in a fiscally, ethically, and administratively sound manner to promote sustainability. Additionally, the Executive Director will advise and educate board members, leveraging their expertise to support the organization's mission.

The Executive Director is a vital link between the Board of Directors and staff, ensuring transparent, timely, and effective communication that aligns organizational goals with day-to-day operations.

Sustained experience and commitment are key to maximizing the impact of this social justice agency. The vision is grounded in supporting optimal early childhood environments for all: children, families, early childhood professionals, and the community. The Executive Director's impact extends beyond Dutchess and Putnam counties, and is engaged in visionary leadership for advocacy and impact.

### **ORGANIZATION SUMMARY**

The Child Care Council of Dutchess and Putnam, Inc. (the Council) is a not-for-profit tax-exempt organization. Created in 1970 as an advisory body to the Dutchess County government, the Council is the New York State designated Child Care Resource and Referral agency for both Dutchess and Putnam counties and is part of a network of 39 such agencies throughout New York State and more than 800 nationwide. The Council's mission is to promote affordable and quality child care, provide information and support to families, and strengthen the early childhood workforce in Dutchess and Putnam counties.

The Council is the only agency in Dutchess and Putnam counties to offer coordinated services to all segments of the child care community, including child care providers, families, companies and corporations, government entities, other community-based organizations, and the general public. The Council's free referral service offers assistance for many aspects of child care, including but not limited to child care referrals, summer recreation information, nursery schools, pre-k programs, and cost and Child Care Assistance information.

The Child Care Council of Dutchess and Putnam, Inc.'s vision is to be the recognized, easily accessible, and technologically advanced child care resource leader and advocate in the region, responding to the changing needs of families and children in a comprehensive, integrated manner.

For additional information on The Child Care Council of Dutchess and Putnam, Inc., please visit the website at: <https://www.childcaredutchess.org/>

### **KNOWLEDGE, SKILLS, ABILITIES REQUIRED:**

The new Executive Director will be well-networked and skilled in creative collaboration, follow-through, and results. The successful candidate should have the following experience and attributes:

#### **Strategic Thinker, Visionary**

The ability to set strategic direction, inspiring the Board and staff while identifying and responding to funding opportunities. A visionary with the maturity, confidence, wisdom, and collaborative skills necessary to garner the trust and confidence of the Board, staff, funders, donors, partners, and other stakeholders.

#### **Leader**

The ability to lead by example, demonstrating an unwavering work ethic and commitment to the mission and vision of the Council. The ability to inspire, develop, and empower staff, resulting in a productive team-based culture that is equitable and inclusive, collaborative, and problem-solving.

**Change Agent** The ability to demonstrate support for innovation and agency changes to improve the agency's effectiveness; initiate, sponsor, and implement organizational change; and help others manage organizational change in uncertain national conditions.

**Collaborator and Networker**

The ability to develop, maintain, and strengthen partnerships with others inside and outside the organization who can provide information, assistance, and support; a proven track record of building and maintaining strong relationships with community partners. Serve as a spokesperson for the agency to initiate dialogues with prospective funders and maintain high visibility at public events.

**Respectful, Inclusive, and Effective Leader and Developer of Staff**

Capable of inspiring, developing, and empowering staff while fostering a productive team culture that embraces diversity and mutual respect. Regularly evaluates and support employees' professional growth to enhance individual advancement and contribute to the Council's overall success.

**EXPERIENCE:**

In addition to the skills enumerated above, the Executive Director candidate must have the following qualifications:

- Bachelor's Degree in a relevant field required ( Master's degree a plus)
- Proven leadership experience with at least 7 years in an executive or senior management role, preferably in non-profit management or a related field
- Connections to and knowledge of the Hudson Valley region (note: no relocation allowance)
- Dedication to advocating for children, families, and caregivers with passion and commitment
- Experience in working with diverse populations
- Must be able to meet all regulatory requirements for employees in a child care agency

The projected compensation for this position is \$95,000.00 – \$115,000.00, based on education and experience, and includes competitive benefits.

The Child Care Council of Dutchess and Putnam, Inc. is committed to equal opportunity. All qualified applicants will be considered for employment without regard to race, color, religion, gender, age, sexual orientation, gender identity, national origin, disability status, protected veteran status, genetics, or any other characteristic protected by law.

**Please send your resume along with a cover letter to Carol Gordon at:**

[applychildcarecouncil@gmail.com](mailto:applychildcarecouncil@gmail.com)