

JOB DESCRIPTION

Executive Director

Non-Profit Childcare

Position Overview

The Executive Director serves as the chief executive officer and strategic leader of the organization, responsible for advancing its mission to deliver high-quality, developmentally appropriate childcare and early education programs serving children from infancy through school age, including Early Head Start, Head Start, preschool, Universal Pre-K (UPK), and after-school programs.

Reporting to the Board of Directors, the Executive Director provides visionary leadership, operational oversight, and external representation while fostering a strong, mission-driven culture that supports children, families, educators, and staff. The Executive Director works closely with school districts, Westchester County agencies, New York State agencies, and community partners to ensure program excellence, regulatory compliance, and financial sustainability.

Core Responsibilities

Strategic & Executive Leadership

- Lead the organization's strategic planning and execution across multiple early childhood and school-age programs.
- Drive organizational growth, effectiveness, and long-term sustainability.
- Champion a culture of excellence, accountability, and collaboration.
- Inspire, support, and retain high-performing teachers, educational leaders, and administrative staff.

Program & Educational Leadership

- Oversee high-quality implementation of:
 - Early Head Start
 - Head Start
 - Infant and Toddler Programs
 - Preschool

- Universal Pre-K (UPK)
- After-School
- Ensure compliance with:
 - Office of Head Start Performance Standards
 - NYS Office of Children and Family Services (OCFS) regulations
 - NYS Education Department (NYSED) UPK requirements
- Promote data-informed decision-making and continuous quality improvement.
- Support curriculum fidelity, child outcomes, and family engagement initiatives.

Partnerships & External Relations

- Serve as the organization's primary external representative.
- Cultivate strong partnerships with:
 - Local school districts and Boards of Education
 - Westchester County Departments (e.g., Department of Social Services, early childhood initiatives)
 - New York State agencies (OCFS, NYSED)
 - Community-based organizations and advocacy coalitions
- Strengthen collaborative relationships supporting UPK, Head Start, and wraparound services.

Fundraising, Finance & Administration

- Provide executive oversight of budgets, audits, and financial controls.
- Lead resource development efforts, including:
 - Federal Head Start/Early Head Start funding
 - State and county contracts
 - Grants and private philanthropy
- Ensure responsible stewardship of public and private funds.

Board & Governance Partnership

- Work closely with the Board to support strong governance and strategic decision-making.
- Provide transparent reporting on organizational performance, risks, and opportunities.
- Support Board engagement in fundraising, advocacy, and community relations.

Required Qualifications

- Bachelor’s degree in Education, Child Development, Nonprofit Management, Children’s Program Administrator Credentials ,Public Administration, Business Administration, or related field.
- Demonstrated senior or executive leadership experience in a nonprofit organization.
- Experience working in or closely with school-based or early childhood education environments.
- Proven ability to lead and motivate teachers and staff to achieve organizational growth and effectiveness.
- Deep passion for working with children and families.

Preferred Experience

- Senior Leadership experience within Early Childhood Education programs.
- Experience collaborating with school districts and public-sector partners.
- Knowledge of public funding streams and compliance requirements.
- Strong fundraising, financial, and operational management expertise.
- Commitment to culturally responsive leadership.

=====END OF JOB DESCRIPTION=====