

Co-op Family Center - Executive Director Job Posting

Position Information

Job Title: Executive Director
Reports to: Board of Directors
FTE: 1.0 Exempt
Overtime Eligible: No
Salary Range: \$60,000-70,000, based on experience

About the Co-op Family Center:

The Co-op Family Center is a trusted nonprofit early childhood education center with a nearly 50-year history in our community. As a contracted childcare provider for the University of Oregon, we offer high quality, affordable childcare to students, faculty, staff, and community families. Inspired by the Reggio Emilia educational philosophy, we embrace nurturing students as advocates of their own learning while centering on the involvement of family and community in the process.

Position Summary:

We are seeking an innovative and community-minded Executive Director to lead us into our next chapter. The Executive Director leads daily operations while also developing forward-thinking strategies that promote sustainability, growth, and high-quality learning. This role requires strong administrative abilities, a deep commitment to early childhood education, and the capacity to build meaningful relationships with staff, families, and community partners. This position is a critical and high-profile position to both the University of Oregon, local community and the early childhood education field. The position serves as the primary spokesperson for the Co-op Family Center and is responsible for ensuring a positive reputation in the community.

The ideal candidate will have in-depth knowledge of nonprofit management and organizational leadership in the world of childhood education, including strategic planning, financial management, program evaluation, development and fundraising, and personnel management. The Executive Director reports to the Board of Directors.

Key Responsibilities:

- **Leadership and Management:** Provide leadership that reflects the mission, values, and Reggio Emilia philosophy while fostering a collaborative, respectful, and inclusive workplace. Lead, supervise, and support staff while promoting professional growth and high performance. Oversee all personnel functions in compliance with applicable laws and regulations, including recruitment, hiring, evaluation, and employee benefits.
- **Financial Oversight and Fundraising:** Develop/recommend annual budget for Board approval and prudently manage organization's resources within those budget guidelines

per current laws and regulations. Oversee development of a fundraising strategy in collaboration with the Development Coordinator.

- **Program Development:** Work with the Pedagogy Coordinator to ensure the implementation of a developmentally appropriate curriculum that meets the needs of all children. Monitor and assess classroom quality, child outcomes, and family engagement. Develop procedures to ensure a safe, nurturing, and educational environment. Ensure compliance with local and federal laws and regulations, state licensing, accreditation and health and safety regulations, and University of Oregon contract requirements.
- **Community education and communication:** Serve as the primary liaison to families, staff, board members, and community stakeholders (including the University of Oregon). Represent the Center at community events, networking opportunities, and advocacy efforts.

Required Knowledge and Skills:

- Nonprofit management practices, including but not limited to strategic planning, nonprofit legal compliance, development ethics, program evaluation, and policy development.
- Principles and practices of financial management including an understanding of financial reports, budgeting, contract management.
- Principles of organizational leadership and human resources, including supervision, conflict resolution, and culturally responsive personnel practices.
- Experience related to fundraising and development grant writing and donor stewardship.
- Early childhood development (preferably Reggio Emilia approach).
- Federal, state, and local laws, rules, and regulations governing nonprofit administration.
- State guidelines and requirements necessary to maintain certification as a childcare center.
- Standard office and communication technologies, digital tools, and software.

Minimum Education and Experience Requirements

- Bachelor's Degree in Early Childhood Education, Nonprofit or Business Management, or a related field.
- Must meet the qualifications of a Director as outlined in the [Rules for Certified Childcare Centers from the Oregon Department of Learning and Care](#):
- A minimum of one year experience in a senior position at a non-profit organization.
- Experience with direct supervision of multiple levels of staff.
- Valid Oregon driver's license.
- Enrollment in the Child Care Division Criminal History Registry
- Obtain required safety set trainings through Oregon Department of Early Learning

Preferred Education and Experience

- Additional education or advanced degree in Nonprofit Administration, Business Management, or related field.

- Three or more years of experience in a senior position at a non-profit organization, including fiscal management experience.
- Fundraising experience, including capital campaign experience.

Terms of Employment and Compensation

- The annual salary range for this full-time exempt position is \$60,000-\$70,000 commensurate with experience. Benefits include fully paid health and dental insurance for the employee, a 403(B) plan, life insurance, generous vacation time, paid sick time and access to an educational fund.
- The Co-op Family Center is an equal opportunity employer. All qualified people will be considered for employment without regard to gender, race, religion, age, disability, national or ethnic origin, gender identity, sexual orientation, veteran's status or any other protected status in accordance with local, state and federal law.

How to Apply:

Please send your resume, cover letter, answers to the Supplemental Questions (see below), and qualification documents (professional certifications) to the Co-op Family Center Board of Directors Hiring Committee at, boardchair@coopfamilycenter.org . The Co-op Family Center is currently accepting applications for this position. Applications will be reviewed on a rolling basis, and interviews may be conducted as qualified candidates are identified. This position will remain open until filled.

Supplemental Questions (maximum 250 words each):

1. Describe a period where you had to lead an organization or team through a significant transition. How did you develop a strategy to ensure continuity of operations while protecting the core mission and fostering a sense of community?
2. Tell us about a time when you played a key role in shaping an organization's financial direction. How did you approach balancing long-term fiscal stability with day-to-day operational needs? Please describe any relevant experience with budgeting, financial reporting, cost management, building and maintaining reserves, and/or fundraising.
3. Tell us about a situation where you were responsible for delivering consistent, high-quality services while balancing the needs of multiple stakeholders with competing priorities. What are three skills or strategies you found most important?