

## **Executive Director**

[Walnut Lake Preschool and Development Kindergarten](#) seeks an executive director. The therapeutic preschool's distinctive model is intentionally designed to help young children, ages 3 to 7, with emotional, behavioral, and developmental challenges develop the necessary skills to return to a regular school or classroom setting by kindergarten or first grade.

### **GENERAL RESPONSIBILITIES:**

#### **Work collaboratively with Board of Directors**

- Act as the primary lead for Walnut Lake Preschool in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Build and enhance the school's reputation by being responsive to current and prospective families, being active and visible in the community, and working closely with other professional, civic, and private organizations.
- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

#### **Financial Performance and Viability**

- Responsible for the fiscal integrity of the school. Submit proposed annual budget and monthly financial statements to the Board that accurately reflect the financial condition of the organization.
- Day-to-day fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Develops resources sufficient to ensure the financial health of the organization. This includes an annual development plan, including donor cultivation, annual campaign, and fundraising events, with Board support.

#### **Program Management**

- Supervise a staff of six, including teachers, classroom clinicians, and administrative staff. Effectively communicate with and manage four to 10 pro bono family consultants.
- Responsible for applying for and submitting applications for licenses and ensure all requirements for certifications and licensure are met, records maintained, and standards are met, to enable the school to operate.
- Effectively recruit and enroll new students to funded capacity, including meeting with prospective parents.
- Responsible for ongoing communication with parents, teachers, clinicians, and family consultants. This includes, but is not limited to, parent conferences, weekly staff meetings, coordination with outside resources, monthly newsletters to families, and meeting with clinical directors weekly.
- Responsible for the effective administration of the school's daily operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into on behalf of the organization.

- Ensure all parent and staff handbooks are updated and distributed annually.
- Maintain classroom materials and environment, creating learning materials and programming
- Develop curriculum, along with teachers and clinicians, to meet the individual needs of the children and families enrolled in the program.
- Support and monitor daily teaching to include planning and implementation of curriculum regarding social, emotional, cognitive, physical, speech, language, and creativity in all areas of child development.
- Maintain safe and secure environment and standards.

**Professional Qualifications:**

- A bachelor's degree (master's preferred) in education is required along with three to five years nonprofit/school management experience
- Transparent and high integrity leadership
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making, and reporting
- Strong organizational abilities including planning, delegating, program development, and task facilitation
- Ability to convey a vision of Walnut Lake Preschool's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff

Email resume to Traci Hardin [traci@walnutlakpreschool.org](mailto:traci@walnutlakpreschool.org)