



# EXECUTIVE DIRECTOR



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# ABOUT THE ORGANIZATION

Founded in 1982, Pike Market Child Care and Preschool is a 501(c)(3) non-profit, a nationally accredited program, providing care for children from infancy to 5 years, serving approximately 100 families every year. We are licensed for 72 children. Our goal is to make high-quality preschool available to all children and to provide families with support and encouragement. Research indicates that high-quality, affordable childcare is essential for children and families to succeed; children have better cognitive, emotional, and social skills when enrolled in early learning programs. Because bias and prejudice harm all children, an anti-bias philosophy is integrated throughout daily classroom life.

Children in our program enjoy healthy meals, receive excellent care, and build the social and learning skills necessary to succeed in kindergarten and beyond. Parents and guardians with children in our program have the opportunity to work, job search, or go to school confident with the knowledge that their children are safe and nurtured. PMCCP believes that development prospers in a program that supports children's choices and play. Research continually indicates that high-quality, affordable childcare is essential for children and families to succeed; children have better cognitive, emotional, and social skills when enrolled in early learning programs. These beliefs and values act as a constant guide in all that we do.

Families pay on a sliding fee scale based on family size and income. Over 60% of families receive financial assistance, with over half of PMCCP families earning incomes at or below the poverty level. PMCCP raises over \$250,000 each year to support families of low- and moderate-income levels in need of tuition assistance. PMCCP has a staff of 18 and budget of \$1.3M. To learn more about our program, please visit our web site at [www.pikemarketkids.org](http://www.pikemarketkids.org).



# THE POSITION

The Executive Director is a full-time, salaried position that reports to the Board of Directors. This role provides strategic leadership and direction, serves as the public face of the school and is the holder of the pedagogy to ensure that PMCCP achieves its mission.

In collaboration with the Board of Directors, the Executive Director is responsible for ensuring the financial health and operational well-being of the School and the successful implementation of a child centered and family centered reflective practice. This role has a heavy focus on fundraising and grant writing as means to maintain the financial health and ensure we meet our mission. The Executive Director supervises the administrative staff, including the Program Manager and the Education, Administrative and Nutrition Coordinators and provides oversight and support to the program. The desired candidate has strong nonprofit business, finance, and fundraising acumen; board development experience; an appreciation of childhood as a unique and valuable stage of the human life cycle and values the quality of children's lives in the present, not just as preparation for the future; recognizes that children are best understood in the context of family, culture, and society; understands issues of social justice and equity; and is committed to fair wages and good quality of life for staff.



## OPPORTUNITIES FOR IMPACT:

- **Strategic Planning** – Work in collaboration with the board and staff to set a vision and a strategic direction for the next 3 years and implement this plan. Gain a deeper understanding of how the COVID-19 experience will change best practices in early childhood education.
- **Promote and Instill Diversity, Equity, and Inclusion** – Be a champion of social justice within the organization, in service to our families, and in all that we do.
- **Financial Stability, Enrollment Planning, and Operational Efficiency** – Stabilize growth and finances through budget planning, fundraising and new enrollment opportunities towards achieving our operational and tuition assistance goals, being aware of tuition challenges for families and subsidy programs from State, City and County. Work with staff and board on enhanced operational policies, systems, and processes.
- **Cultivate the Next Generation of Early Education Leaders** – Foster professional development of all staff.
- **Elevate PMCCP in the Community**- Grow PMCCP profile and relationships in the community towards to further the social impact mission of PMCCP.





## COMMITMENT TO:

- PMCCP's mission of fostering a passion for learning by ensuring that access to high-quality early childhood care and education is equitable regardless of ethnicity, socio-economic status, gender identity, family background/makeup. And growing equity-based anti-biased mission driven organization or curriculum.
- Creating a vision for PMCCP, in partnership with the Board, and expressing conviction for that vision to community partners, donors, families, staff, city officials and other stakeholders.
- Engaging donors in PMCCP's vision to help meet the tuition assistance goals and sustainable operations.
- Learning and growth for self and staff.
- Engaging families and staff equitably and with cultural humility.
- Addressing the issues of affordable childcare and equity in our community
- Understanding childhood as a unique and valuable stage of the human life cycle and values the quality of children's lives in the present, not just as preparation for the future.
- Knowledgeable and dedicated to healthy, culturally relevant nutrition.
- Genuine enjoyment working with children and families.

## LEADERSHIP ABILITIES

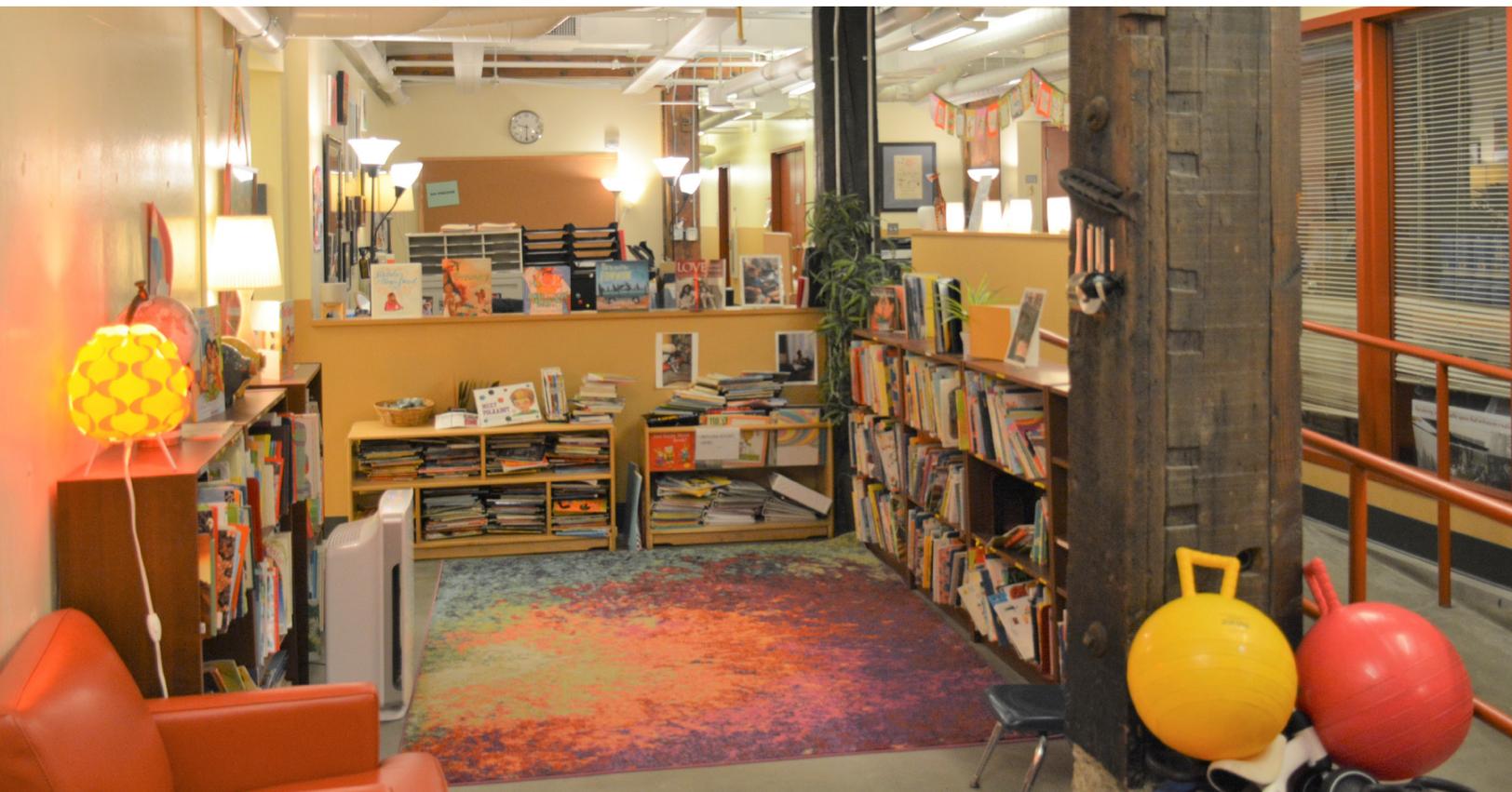
Candidates will be evaluated on the full range of their lived and learned experience, professional background, and direct and transferable skills. PMCCP seeks candidates with a compelling combination of demonstrated experience and skills:

- Experience serving as an Executive Director or 5 or more years of relevant professional experience with a focus on childcare/early learning and development. Should include a supervisory experience, managing a medium-to-large organizational structure and budget with financial accountability of \$1.5M, preferably in a nonprofit setting.
- Bachelors or master's degree in education, early childhood education, or applicable field with training or experience in the areas of education and ECE along with business administration.
- Prior experience and genuine enjoyment working with young children and families of diverse backgrounds.
- Work within the framework of client confidentiality and the National Association for the Education of Young Children Code of Ethical Conduct.



## ABILITY TO:

- Effectively lead, manage, and grow a medium-sized nonprofit business, with a current staff of 18 and \$1.3M budget.
- Effectively manage, mentor, and inspire confidence in the staff, teachers, families, and board members; and appreciate and evaluate the nuance and complexity of teambuilding in a collaborative, fast-paced childcare environment.
- Uphold ethical standards, including honesty, integrity, compassion, empathy, inclusiveness, anti-racism, and understanding the needs and perspectives of the diverse and low-income communities PMCCP serves.
- Guide curriculum development and implementation and ensure that it considers the goals and values of the organization.
- Understand issues of social justice and equality with a willingness to address issues, be accountable, and self-aware.
- Plan and forecast financial and operational capacity. In this, identify, secure, and fiscally manage successful revenue generation experiences, such as enrollment and grant writing, event planning, and other development activities, to meet financial goals and increase the number of families served.
- Build, engage, and maintain frequent connections with a variety of audiences - parent, staff, board, donors, foundations, institutional funders, and community partners. Develop strong and trusted relationships with each of these audiences.
- Have strong aptitude for prioritization, with a clear understanding of risk and impact.
- Represent PMCCP in the community and grow and maintain positive and proactive relationships with partners, donors, and community members.
- Step into any one of the classrooms as needed. As such, requires physical ability and mobility to work in a classroom setting, must be able to lift a child up to 50 lbs.





## COMPENSATION AND BENEFITS

This is a full-time, year-round exempt position with a salary range of \$70,000 to \$80,000, depending on experience. PMCCP offers generous benefits that include: Medical, Dental, Simple IRA, Sick and Vacation time, Orca Passport, 11 paid Holidays and 2-week winter break.



## TO BE CONSIDERED

The position is open until filled with a priority deadline of **March 5**. Candidate materials are reviewed on an ongoing basis and initial interviews with Valtas Consultant will begin by mid to late - February.

Please submit a resume and a two-page (or less) cover letter addressed to the ED Search Committee at: (this link will look different in the final copy)

<https://valtasgroup.recruiterbox.com/jobs/fk0u2lk/>

**Please upload the resume and cover letter as a single, combined WORD or PDF document.**

You may direct questions to **Liz Swanson** at **[liz@valtasgroup.com](mailto:liz@valtasgroup.com)** or **425.761.6721**.

Pike Market Child Care and Preschool is an equal opportunity employer. All people who add to our diverse community are encouraged to apply.





## ABOUT VALTAS GROUP

We are proud of our work as Interim Executive Directors, supporting our clients in times of transition. Our deep experience helps organizations navigate uncertainty during leadership change. We lead the search process in partnership with the board and staff leadership, as consultants for recruiting and search to support your organization as you identify the ideal Executive Director or leader for your future. We partner with board members and senior nonprofit leaders on a variety of strategic consulting assignments.

Valtas Group has a variety of comprehensive resources to guide your transition needs. Contact us to learn about our executive interim and placement services and keep your organization moving during any transition or major change.

**CONTACT US**