



JOB ANNOUNCEMENT – EXECUTIVE DIRECTOR

Reports to: Board of Directors

Position type: Full-time, exempt, year-round benefited position

Salary: \$80,000 to \$90,000

Interlake Child Care and Learning Center has been caring for children between 8 weeks and 5 years since 1982. Our Early Achievers accredited center is located in the heart of the Wallingford/Green Lake neighborhood of Seattle.

We are seeking an Executive Director to lead Interlake for the next generation of children and their families. Interlake Child Care is looking for an exceptional leader with a deep commitment to early learning, experience leading a medium-sized staff and working with a non-profit board in a child-centered environment.

Interlake’s Philosophy Statement:

Interlake’s philosophy of early childhood education embraces the notion that children develop best by exploring the world around them at their own pace. Our curriculum emphasizes individual creativity and positive social interactions, with the goal of broadening children’s worldview and increasing their sense of accomplishment. Children guide the direction of their own learning while teachers carefully observe, guide when needed and support each child’s development.

Interlake’s Mission Statement:

Interlake Child Care and Learning Center creates an inclusive and vibrant community with families and young children. Interlake’s loving environment and anti-bias and culturally relevant curriculum inspires children to grow into competent, confident and compassionate citizens of the world.

What makes Interlake unique and special?

- We have a 40+ year history of successfully serving our community with high quality, committed and educated staff; year-round outdoor play and learning spaces; and healthy vegetarian food program.
- Teachers engage deeply with children through our emergent, anti-bias, child-centered curriculum.
- We are part of Washington State’s Early Achievers program, the state’s quality rating and improvement system.
- We operate as an independent 501(c)(3) with a governance board composed of parents and community members who are committed to quality early learning experiences for our children and their families.

Executive Director Roles and Responsibilities

Leadership:

The Executive Director (ED) is head of the school, serving as the public face of Interlake and directing all operations. The ED is holder of its mission and pedagogy, providing strategic direction with the board and leading with vision, passion and integrity. The ED fosters a safe and nurturing environment that encourages children’s social and emotional development and instills a sense of wonder and excitement about learning and creativity.

- Ensure that our children receive the highest quality care available. Align our programming to keep children at the center of all we do.
- Cultivate an anti-racist, anti-bias, equity-forward culture for all members of the community.

- Foster a culture and environment that provides ongoing professional development and learning for Interlake's staff.
- Nurture positive relationships with Interlake's children, families, staff, board and community.
- Promote and maintain a sense of belonging among staff, families, and visitors.
- Provide integrated support and resources for Interlake's families.
- Proactively and professionally communicate to all key stakeholders. Transparently share information with families, key members of our community, teachers and staff.
- Serve as an Ex-Officio member of the Interlake Board of Directors and partner with the Board to develop shared objectives, facilitate meetings and support the governance for the organization.

Strategy:

Working in collaboration with the Board of Directors, the Executive Director will help to set a vision and direction, developing our strategic plan and setting the stage for our future growth and development.

- Establish a strategic plan for Interlake that aligns with our primary customers, while considering market demand for childcare in our community.
- In partnership with the board, represent Interlake in our community, and grow and maintain positive and proactive relationships with partners and community members.
- Understand market conditions and guide the Board and administration team in making solid business decisions based on analysis, connection and commitment to serving our community.

Operations and Administration:

The Executive Director will work in partnership with Board leadership to ensure that Interlake operates as a financially sound business with strong administration, compliance and operations practices.

- Develop the annual budget for Interlake, and design regular reporting tools that help the Board and leadership team manage our business. Ensure the organization operates efficiently within our budget.
- Lead fundraising, grant, and development efforts to further diversify income streams.
- Ensure a strong administrative infrastructure (HR, IT/Technology, Finance, and Legal/Compliance) that supports our current operations and positions the organization for long term growth and stability.
- Manage relationships and communication with current and prospective families. Oversee the enrollment process and annual transitions.
- Effectively motivate, support, and supervise the administrative team
- With administrative team, lead efforts in recruiting, hiring, supervising and motivating a culturally diverse, well-trained and engaged staff. Ensure staff have clear, consistent performance measurements and are compensated fairly for their work.
- Ensure that Interlake maintains care and education standards that meet or exceed all Department of Children, Youth and Families and other state guidelines. Oversee process for ongoing certification and compliance with and for quality rating and licensing.

Our Ideal Candidate

Interlake Child Care & Learning Center is a very special place with a community of families, children, staff and supporters. We are looking for a unique leader who shares our values and enthusiasm for our work. Specifically, we are seeking:

- Five or more years of relevant leadership experience with a focus on early childhood/child development or education, including managing a budget and financial accountability.
- Bachelor's or Master's degree in Education, Early Childhood Education or applicable field
- Demonstrated commitment to Diversity, Equity, Inclusion, Accessibility, and Belonging (DEIAB) through past job experience, personal activism, or other pertinent experiences.

- Demonstrated ability to partner effectively with a board of directors. Able to manage board relationships in a diplomatic and professional manner, and ability to escalate high priority issues as needed.
 - Background working with national and state accreditation and licensing processes strongly preferred.
 - Ability to relate to and empathize with our teachers and administrative staff to help them succeed.
 - Consistent with Interlake's culture, our Executive Director will bring a commitment to learning and growth for themselves and the staff.
 - A firm belief and commitment to engage families and staff equitably and with cultural awareness and humility.
 - Demonstrated commitment to building long term community connections to support Interlake.
 - Successful revenue generation experience, including grants and fundraising opportunities preferred.
 - Ability to effectively review, analyze and present business and financial information to help the organization make the best decisions.
 - Ability to listen and communicate effectively with a variety of audiences - - parent, staff, Board and community partners. Ability to develop strong and trusted relationships with each of these audiences.
 - Strong aptitude for delegation and prioritization, with a clear understanding of risk and impact.
 - Genuine interest for and commitment to children and the value of early learning in child development.
- Must successfully complete a background check and comply with licensing regulations

This is a full-time, year-round exempt position. Interlake offers generous benefits that include: Medical, Dental, Short-term Disability, AD&D Insurance, voluntary vision insurance, voluntary Long-term Life Insurance and additional AD&D Insurance, Simple IRA, PTO (paid time off), and paid Holidays.

Application Instructions:

Interlake Child Care and Learning Center is committed to building a workforce that reflects the diversity of the communities it serves. We recognize that diversity and inclusion is crucial for achieving our mission. Qualified individuals from all backgrounds are encouraged to apply.

We offer a competitive salary, excellent benefits, and a cohesive atmosphere.

The requirements listed in our job descriptions are guidelines, not hard and fast rules. If you have 75% of the qualifications listed we encourage you to apply. Your experience refers to paid and unpaid experience, including volunteer work, which helps build the competencies, knowledge, and skills that translate directly to our openings. Applying gives you the opportunity to be considered.

Interested candidates should send in their resume, references, and a detailed cover letter describing your interest and qualifications for this role. Please email the requested items [Subject Line: ICC Executive Director Position] to:

Liddy Wendell, Search Consultant
liddy.wendell@interlakechildcare.org

The position will remain posted until filled, but the preferred application deadline will be June 9, 2023.