



EXECUTIVE DIRECTOR JOB DESCRIPTION

MORNINGSTAR LEARNING CENTER OVERVIEW: Morningstar Learning Center's mission is to fill a critical void in Big Sky's basic community infrastructure by providing accessible, affordable early education childcare services. Morningstar Learning Center serves children from ages 6 months to 5 years of age.

POSITION OVERVIEW: The Executive Director works closely with and reports directly to the Board of Directors on all aspects of the organization's management, fundraising, marketing, finances, programming, strategic planning, and organizational development. The Executive Director is the face and vision of the program, working with community partners in order to develop a foundation to further support the growth of Big Sky. The Executive Director is responsible for building a team with a growth mindset, routinely evaluating and improving to provide excellent service.

SPECIFIC DUTIES:

Program Administration & Management:

- Act as liaison between the Board, staff, families and community
- Implement policies and procedures as set forth by the Board
- Ensure the Center Director holds and maintains Montana state daycare licensing
- Oversee the Center Director and assist with hiring and staff retention
- Prepare and maintain all administrative and business reports
- Board management

Strategic Planning:

- Set specific organizational goals and outcomes under the direction of the Board of Directors
- Set measurable program and service goals
- Identify the required resources to achieve goals
- Communicate with key stakeholders and external agencies to identify the changing needs of the community that is served by the organization
- Consider the impact of different alternative plans to address the changing conditions

Financial Management:

- Develop the budget and fund development plan annually
- Oversee the financial viability of the organization through budget management
- Ensure the programs operate within the budgetary parameters established
- Prepare and maintain complete and accurate financial records
- Advise the Finance committee of the Board
- Establish tuition rates and tuition assistance
- Develop scholarship funds
- Monitor and pursue alternate program funding

REQUIRED SKILLS:

- Experience and/or comfort interfacing with and reporting to a Board of Directors
- Excellent written and oral communication skills
- Strong organizational skills
- Ability to foster a sense of teamwork and shared responsibility for the care and well-being of students, staff, parents and community
- Ability to understand and manage complexities of a growing preschool and day care
- Ability to establish and maintain interpersonal relationships
- Ability to define problems, and resolve them quickly and appropriately
- Proficient in software applications (MS Word, Excel) and able to learn and use other basic 3rd party computer/web applications for efficient use
- Ability to think strategically, set priorities, and plans to achieve goals
- Ability to manage confidential information and situations in a professional manner

PREFERRED EDUCATION & EXPERIENCE:

- Minimum of 3-5 years of leadership, business and/or management experience
- Bachelor's degree in business administration, nonprofit management, early childhood development or a related field preferred
- CPR and First Aid Certified

COMPENSATION & BENEFITS:

- Competitive Salary: \$65,000-\$80,000 DOE
- Performance Based Bonus
- Group Health Insurance
- Health and Wellness Benefits

TO APPLY:

Please send your resume and cover letter to: morningstar.bigsky@gmail.com