

Brown+Gibney Woodlands, Tx

Brown + Gibney is conducting a search for an Executive Director for a prominent corporate owned early care and learning center. We are seeking early childhood professionals with demonstrated leadership ability for centers serving 150+ children, infants to 5 years.

Responsibilities:

- Maintains effective communication between staff and parents.
- Coaches, counsels and redirects team members.
- Conducts verbal and written performance evaluations of management team.
- Operates within a fiscally sound budget.
- Reviews and approves all purchases.
- Reviews all accounts receivable reports.
- Authorizes salary increases, overtime pay and payroll deductions.
- Enrolls the school to capacity.
- Develops and implements a monthly marketing plan which includes community marketing events.
- Assists Director of Curriculum with recruitment, counseling and terminations.
- Effectively resolves problems related to the management of the school or seeks appropriate assistance from the Vice President of Operations.
- Ensures high level of customer service for families, staff, and visitors.
- Manages the school in conformance with all state and local regulations.
- Tours families and enrolls children to meet and exceed enrollment plan.
- Conducts telephone or personal parent conferences as needed.
- Creates and produces monthly family newsletter.
- Facilitates and conducts monthly team meetings.
- Participates in a minimum of 20 clock hours of training annually.
- Remains visible and accessible to staff and parents and actively seeks feedback for improvement.

Requirements:

- Bachelor's degree in Early Childhood Education (MA preferred) or related field.
- 3 - 5 minimum years management experience in a full-day child development center.
- Excellent administrative and organizational skills.
- Excellent written and oral communication ability.
- Ability to build and maintain strong partnerships with staff, parents and corporate management.
- Strong technology skills.
- Must possess Texas Director Credential

Salary: Competitive salary and benefits based on qualifications and experience.

Qualified individuals please send resumes to:

Mary Brown mary@browngibney.com

Anne Dennis Hoffman anne@browngibney.com