



Job Vacancy

Executive Director

Red Caboose Child Care Center, Inc.

www.redcaboosechildcare.org

Red Caboose is in search of our next chief executive. We need a solid, experienced leader who's ready for a challenge.

Our next leader will do more than guide our systems and lead programming directors as they run childcare operations. Red Caboose is also on the brink of a governance transition, a refreshed and reenergized approach to our mission and vision, and a major capital campaign and building project.

As such, nonprofit management, people and systems leadership, fundraising experience, and change management skills will be weighted alongside direct experience with early childhood education, city accreditation, and state licensing. The successful candidate will also be motivated by our mission of providing high quality, loving child care to a diverse array of Madison families.

What's special about Red Caboose? We are one of Madison's oldest and most respected non-profit, state licensed, City of Madison-accredited child care organizations. Because of our dedication to inclusivity and our unique sliding-scale tuition and scholarship programs, we serve a distinctively diverse set of families. We provide the same loving, play-based care and education to kids whose families have financial means as we do to children whose families are experiencing long-term financial hardship or homelessness. We do all this with the help of Red Caboose's dedicated staff of more than 30 early childhood, school-age and administrative professionals.

Job Description: The executive director (ED) is the chief executive officer of the non-profit corporation and reports directly to the center's board of directors. The ED is responsible for supervision of those who manage our child care center and school-age programs, including directing the administrative, fiscal, and operational functions of our organization.

The ED serves as a liaison with the board, its committees, parents, and the community. This ED will also drive our capital campaign while maintaining relationships with other area nonprofits and serving as a key player as we plan our transition to a new facility. Other responsibilities include implementing the center's directives and policies, assuring programming directors are meeting licensing and accreditation requirements/standards, and maintaining a beneficial environment for the children. This is a hands-on position, and the successful candidate will be proficient in the use of an array of office tools and technology.

This ED must support the Red Caboose mission by treating each child, family and staff member with respect, dignity, and compassion, accepting and understanding cultural differences, special needs and diverse family structures.

Hours: Full Time, M-F, along with some evenings and weekends

General Responsibilities

- Board collaboration - Works with the board of directors in order to fulfill the organization's mission. Responsible for communicating with the Board and providing information necessary for the Board to function properly.
- Nonprofit management - Establishes employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Fiscal management - Manages the financial resources of a nonprofit, including working with board of directors on an annual budget and monthly financial statements.
- Culture - Enhances Red Caboose's image by being active and visible in the community, among a diverse group of children, parents and staff, and by working closely with other professional, civic and private organizations.
- Strategic planning and execution

Experience & Qualifications

- Preferred education - Bachelor's degree
- Three or more years senior nonprofit management experience
- Transparent and high integrity leadership
- Ability to effectively communicate Red Caboose's mission to donors, partners, and the community
- Demonstrated ability to oversee and collaborate with staff
- Solid organizational abilities, including delegation, planning, and program development
- Strong financial management skills, including budgeting, analysis, decision making, and reporting for a nonprofit
- Strong written and oral communication skills
- Strong work ethic with high energy
- Experience with fundraising
- Completion of a successful capital campaign project a plus

Benefits

- Health insurance or HRA
- Sick and vacation time
- Holiday pay and sick/vacation time
- Dental insurance
- Child care discount
- Staff development
- Long term disability
- Retirement plan

Salary: Negotiable, with the opportunity for performance-based incentives tied to center and project goals.

**FOR MORE INFORMATION about the position or to apply
contact, send resume and cover letter to**

jobs@redcabosedaycare.org

Priority consideration by June 15, 2020.

AFFIRMATIVE ACTION - EQUAL OPPORTUNITY EMPLOYER