

Recruiting Announcement
Executive Director
Red Caboose Child Care Center, Inc.

Red Caboose is one of Madison's oldest and most respected nonprofit, state licensed, city of Madison-accredited child care organizations. With a dedication to inclusivity, Red Caboose serves a diverse set of families and offers sliding-scale tuition and scholarship programs to allow all kids, regardless of socio-economic background, to learn and grow in a loving, inclusive, play-based care environment. Red Caboose has a dedicated staff of more than 30 early childhood, school-age, and administrative professionals committed to serving families and their children and who regularly go above and beyond to help those experiencing unique hardship find the assistance and services they need.

As Red Caboose celebrates its 50th anniversary, it is also proudly looking ahead to a bright future in its unique new facility that combines accessible, affordable housing with affordable inclusive child care in one of Madison's most diverse neighborhoods. The new building (currently under construction) at 2340 Winnebago Street (near East Washington Avenue and Sixth Street) will activate a long-vacant site, strengthen housing stability in that area, and enable Red Caboose to serve more children and families.

Mission and History

Red Caboose fosters a sense of community among children, their families, and staff, with a commitment to diversity and inclusion. We provide excellent education, nutrition, and play-based learning for children in a nurturing, safe environment emphasizing healthy social-emotional development.

For additional information please visit redcaboosechildcare.org

Position Description

The Executive Director of Red Caboose will lead and support a devoted team while serving as liaison with the board, parents, and the community. The Executive Director will report directly to the Board of Directors and will supervise those who manage the child care center and school-age programs. This includes overseeing and directing the organization's administrative, fiscal, and operational functions. The Executive Director ensures program directors meet licensing and accreditation requirements/standards and maintain an exceptional and beneficial learning environment for the children.

The Executive Director will also have the privilege of overseeing the child care center's successful move in 2023 to its new facility and the subsequent expansion of its quality, innovative services. In connection with this transition, the Executive Director will also continue to drive Red Caboose's fund development efforts and capital campaign. As the face of Red Caboose, the Executive Director will work to build upon and cultivate relationships in the community with other area nonprofits and private and civic organizations, setting the foundation for the next 50 years of quality, non-profit childcare.

The Executive Director is a leader who supports Red Caboose's vision and mission by treating each child, family, and staff member with respect, dignity, and compassion, and by embracing cultural differences, special needs, and diverse family structures. The Executive Director will be visible and approachable, portraying humility, honesty, enthusiasm, a sense of humor, and a strong work ethic to create a safe, diverse working and learning environment.

Salary for this position will be commensurate with experience, with a minimum annual salary of \$60,000. The position includes a wide range of excellent benefits, including low cost health insurance, paid leave, contribution to a personal retirement savings account, and free/reduced tuition for staff members' children.

Essential Job Duties, Responsibilities, and Qualifications

- Promote a culture that fosters passion for Red Caboose's mission, with collaboration, open and frequent communication, creative thinking, and a common organizational vision.
- Maintain accountability for the operational and fiscal integrity of the organization. Guide and support the staff and Board of Directors in establishing goals and developing policies, procedures, budgets, and programs that fulfill the mission of Red Caboose.
- Oversee the move and transition to the new facility in partnership with the Development Project manager(s), staff, and other key stakeholders, while seamlessly implementing program growth and expansion of services to meet the needs of families and the community.
- Work in partnership with the Development Project Manager(s) to achieve the capital campaign goals. Enhance long-term strategic fundraising efforts with clear strategies and strong relationships with individual and corporate donors.
- Serve as the face of Red Caboose; build and maintain relationships throughout the Madison area by working closely with other professional, civic, and private organizations. Remain active and visible in the community among a diverse group of children, parents, staff, and community partners.
- Lead the vision for the future of Red Caboose; lead a strategic planning process to identify changes in strategy and direction for the long-term health of Red Caboose and implement that vision with the board and staff.
- Provide oversight of the financial operations of Red Caboose; create and manage the annual budgets, monitor actual financial performance relative to budgets, provide required reports to the Board and outside agencies.

Skills, Qualifications, and Experience

- Embody authentic passion for the Red Caboose mission.
- Strong interpersonal skills to compellingly communicate the vision and value of Red Caboose across a variety of key stakeholder groups, building relationships across business and philanthropic communities, city leaders, the academic community, Madison Metropolitan School District, and the public.
- Experience leading a nonprofit organization, including working with a Board of Directors, engaging future board members, and leading/managing a staff.
- Proven ability to foster a healthy organizational culture, with the management skills to encourage teamwork and collaboration to meet goals, and the emotional intelligence to inspire, support, and develop staff.
- Proven experience in successful fund development, grant writing, donor relations, advancement and philanthropy with a consultative, collaborative and strategic approach. Experience leading a capital campaign strongly desired.
- Experience leading the development of a strategic plan with board and staff, with the project management skills to ensure it is successfully implemented.
- Strong financial and operational acumen; direct experience with budget development and management, and achieving annual net revenue goals.
- A proven penchant for continual learning and a commitment to creatively evolve to meet the needs of the future and to successfully lead those new initiatives.
- Currently holds or is eligible to receive a State of Wisconsin licensing credential for childcare facility management and occasional interaction with children in Red Caboose classrooms.
- Bachelors degree from accredited college required.

Application and Selection Process

Qualified individuals interested in being considered for the position are invited to submit a cover letter expressing their interest in leading Red Caboose, and a resume to:

board@redcaboosechildcare.org

This job posting will remain open and applications will be accepted at least through November 23, 2022.

Professional references and a background check will be required for search finalists. Inquiries may be submitted to:

board@redcaboosechildcare.org

About the Madison Area

The position is located in Madison, Wisconsin. Madison anchors a thriving economic region of over 681,000 people which includes the state capital, the University of Wisconsin- Madison, and a growing technology and research companies. Madison is widely regarded as one of the best places in America to live, work, and play.

Madison is a rare combination of thriving businesses, progressive government, rich culture, and advanced education, all in a setting of rare natural beauty. Surrounded by five lakes, laced with bike trails, and enlivened with numerous parks and green spaces, the area offers countless opportunities to enjoy a balanced lifestyle in a dynamic Midwestern city, with the ability to easily enjoy the arts, sporting events, access to exceptional farm-to-table food, boating and water sports on the lakes, hiking, biking, and skiing on the area's many trails, and camping in a multitude of pristine state parks around the city and the region. Combine these factors with clean air, abundant green space, superior educational and healthcare facilities, a low unemployment rate, and engaged communities, and you have Madison—a great place to live and work.

Madison, Wisconsin consistently earns top results in nationwide quality-of-life rankings, articles, and surveys. For more information see visitmadison.com