Newark Day Nursery and Children's Center
Executive Director
Newark, DE
https://newarkdaynursery.org/

THE ORGANIZATION

Newark Day Nursery and Children's Center (NDNCC) was founded in 1961 as a nonprofit and community-based childcare center, bridging the gap between thoughtful service and accessibility. Several citizen-activists responded to an unmet need of working families, including single mothers, who were looking for high-quality and affordable child care so that they could return to school or the workforce. Newark Day Nursery and Children's Center was born in response to this need.

Serving children six weeks to 14 years of age, NDNCC offers programs in early care and education, school age care, and summer camp. The center is full of hands-on fun, creative challenges and supportive guidance, all designed to help children grow at their own pace and develop their social-emotional learning. The center is accredited by the National Association for the Education of Young Children (NAEYC) and the American Camp Association (ACA).

The goal remains the same 65 years later – to provide equal access to high-quality child care so that every child, regardless of family income, can reach their full potential. NDNCC provides comprehensive quality education for all children to ensure that they reach appropriate developmental milestones before entering kindergarten. By reducing the economic disparity that often inhibits children from reaching their full potential, NDNCC creates an environment with equal access to the essential building blocks needed for success.

For additional information about Newark Day Nursery and Children's Center, please visit their website at https://newarkdaynursery.org/.

THE POSITION

Reporting directly to the Board of Directors, the Executive Director (ED) serves as the chief executive officer responsible for the leadership, management, and administration of Newark Day Nursery and Children's Center (NDNCC) toward the established mission and vision of the organization. The ED will inspire, lead, and direct employees to achieve the highest levels of excellence so that each child is provided with a challenging, meaningful, and rewarding education. The ED will initiate and maintain strategic partnerships with government officials, schools, businesses, and community leaders in order to promote the organization and its mission.

Specific Responsibilities

Strategic Leadership and Planning

- Direct the overall administration of NDNCC in all of its functions, programs, and services to ensure that NDNCC upholds its strategic vision and achieves its mission, goals, and objectives.
- Provide effective leadership, consultation, information, and support to the Board of Directors to ensure strong governance and informed decision-making.
- Lead the development and execution of a strategic plan.
- Adhere to the financial, human resources, management, and administrative policies and procedures as approved by the Board.
- Maintain relationships and open communication with staff, board, and external stakeholders.
- Monitor and ensure NDNCC's compliance with all laws and regulations.
- Willingness to step in and serve in various roles to support the staff as needed.

Staff Management

- Responsible for a total staff of approximately 30 full-time and 5 part-time through 6 direct reports including Director of Early Childhood Education, Director of School Age Care & Summer Camp, Enrollment Coordinator, Human Resources Coordinator, Finance Assistant, and Kitchen Manager.
- Recruit, develop and retain a highly competent, motivated, and productive staff, handle staff discipline and grievances fairly and effectively, and serve as a role model while maintaining the highest ethical standards.
- Communicate the vision and mission to staff.
- Work with Human Resources Coordinator to update and manage personnel policies and ensure consistent compliance with policies.
- Facilitate positive relationships among staff.
- Ensure a proactive system of performance evaluation, improvement, and professional development to foster continued growth of employees while ensuring accountability to the organization.
- Evaluate compensation rates and benefits for recommended changes and ensure a fair approach for administration of all compensation.

Programs and Services

- Plan, organize, and develop strategies for managing all aspects of NDNCC.
- Oversee the delivery of high-quality programs that meet or exceed all local and state safety and licensing requirements while increasing programmatic efficiencies and consistency throughout the organization.

- Ensure use of "Best Practices" and national/local accreditation standards that exceed any minimum requirements to obtain the highest quality possible.
- Ensure a system of evaluation for quality and client satisfaction is established for all services, including a continuous quality improvement effort using evaluation results to achieve maximum service outcomes.
- Research, evaluate, and recommend new programming and initiatives.

Development and Finance

- Oversee the development and implementation of the $2 million annual budget approved by the Board.
- Oversee the administration of the organization's daily fiscal operations, and lead the Board and staff in the development and maintenance of revenue sources.
- Ensure local, federal and state reports and records are filed necessary for the operation of a 501(c)(3) organization, including IRS 990's, Annual Reports, and others.
- Develop foundation, government, corporate, and private grant requests to secure resources and maintain a positive ongoing relationship with all current and future donors.
- Support the Board in implementing an annual fund drive and other development activities.
- Assess capital needs and recommend plans to meet future needs.
- Manage income and expenditures against the approved budget and keep the Board informed of unanticipated changes.
- Negotiate and enter into contracts for leased space, services, or other items to operate the organization.

Community Relations

- Serve as the chief spokesperson for NDNCC and establish and maintain relationships with businesses, government elected officials, and agencies to access political and economic support for the organization.
- Engage in the nonprofit, child care, and education community to serve as an advocate for statewide initiatives for improving early childhood education, nonprofit infrastructure, school age care, and family support services, especially for those families most in economic or social need.
- Project a positive public image and build awareness initiatives to elevate the organization's visibility and impact.
- Oversee marketing and communications strategies that enhance brand recognition and community engagement.

Board Relations

- Serve as the primary liaison to the Board and perform all duties and responsibilities as assigned.
- Advise and assist the Board on organizational issues and planning and keep the Board apprised as to major developments and issues requiring Board action.
- Work and communicate effectively with the Board, assist the Board in maintaining effective membership, follow through on appointed tasks for the Board and prepare for Board and Committee meetings.

Facility

- Plan for the ongoing maintenance of the NDNCC facility and grounds.
- Negotiate and manage maintenance contracts for major facility systems as part of a regular preventive maintenance program.
- Ensure emergency preparedness plans are developed and implemented.
- Train staff in various emergency facility responses.

THE CANDIDATE

The Executive Director must have an understanding of and passion for the goals and mission of Newark Day Nursery and Children's Center and a commitment to the children, students, parents, and communities it serves. The successful candidate works with the Board of Directors to develop and execute the goals and objectives of the strategic plan and to create a vision for organizational growth. The Executive Director will be a visionary, collaborative leader and outstanding communicator who clarifies goals, builds teams, and cultivates trust while at the same time demanding accountability.

Qualifications

- Minimum of 5 years of progressively responsible senior management experience; prior nonprofit experience and management of a complex, multi-program organization preferred.
- Proven success in an externally facing leadership role, preferably with a nonprofit organization.
- Extensive experience in organizational development, staff management, budget and resource development, and strategic planning.
- Demonstrated success developing and monitoring systems to manage both operational and programmatic work that involve high levels of collaboration.
- Capable of building collaborative relationships and effectively navigating across a highly engaged constituent base including children, parents, staff, and Board members.
- Ability to articulate a valid philosophy of education that recognizes the need for appropriate programs to serve a range of child needs, interests, and enrichment.
- Preferred knowledge of early childhood education programs, process, and funding climate.
- Preferred knowledge of policies and legislation impacting early childhood education and the ability to be an advocate for effective policies.
- Strong interpersonal skills, drive, and integrity with demonstrated ability to build, foster, and maintain positive relationships with both internal and external constituencies.
- Experience working effectively with Boards of Directors and volunteer committees.
- Possess superior communication and presentation skills to express, orally and in writing, Newark Day Nursery and Children's Center's mission, vision, and goals with clarity, passion, and persuasion.
- Marketing, community engagement, and public relations experience strongly preferred.
- Flexible management style and a proactive willingness to step into various roles to support the team in meeting organizational goals.
- Bachelor's degree in Social Work, Business Administration, or related field required; Master's degree preferred.
- Physical ability to lift up to 50 lbs and adequately respond to emergency situations for care of children.
- Acceptable criminal background and adult abuse registry check.
- Willing and able to travel regionally as well as attend evening and weekend meetings and events.

For inquiries, nominations, and applications, please contact:
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