



Position Profile
Executive Director
Brown Fox Point Early Childhood Education Center

About Brown Fox Point Early Childhood Education Center:

Brown Fox Point Early Childhood Education Center (BFP ECEC) seeks an Executive Director to lead our organization which has provided a high quality full-day preschool program for almost 50 years to families that live, work, or study in our community. Formed by Brown University and the Fox Point Neighborhood Association, we incorporated as an independent non-profit agency in 1973. Located in Providence, Rhode Island, the Center has four mixed-age classrooms that serve families who represent the racial, ethnic, linguistic, socio-economic, and familial diversity of our community. The Center has been accredited by the National Association for the Education of Young Children (NAEYC) since 1996 and has a five-star BrightStars rating. With an annual budget of 1.1 million and enrollment of 72 students the Executive Director oversees a staff of 18 employees who are responsible for upholding the core values of the organization and ensuring that children are respected, engaged and guided to think, reason, question, and learn.

We describe the work of Brown Fox Point Early Childhood Education Center in this way:

- We engage with preschoolers as they learn and grow.
- We engage with parents and guardians as they confront the joys and challenges of their children's development.
- We engage with teachers and administrators as we create the relationships and organization that foster that development.
- We engage with organizations and structures within our early childhood profession as they transform the field

Position Summary:

The Executive Director is accountable for the overall leadership, administration, strategic direction and management of the organization's resources to accomplish the goals and mission of Brown Fox Point Early Childhood Education Center. They will ensure financial sustainability through grants acquisition, direct fundraising, and community outreach by building relationships throughout the community and with a diverse group of stakeholders. Reporting to the Governing Board, this position leads a team of teachers and administrators, using research, best practices, and trustworthy interactions to promote a child-and-family-centered quality program. The Executive Director exemplifies the values of Brown Fox Point Early Childhood Education Center and nurtures our organizational culture by creating a learning community of children and adults that promotes optimal child development and healthy families.

Key Duties & Responsibilities:

- Guides the growth of the organization and culture—continually evolving and learning.
- Maintains and models professionalism and emotional maturity by promoting the program's goals and objectives and fostering respectful relationships; demonstrates the ability to personally learn, grow and share learnings.
- Creates an inclusive, team-based organizational culture built on our core values.
- Supervises a faculty in its implementation of a high quality, best practice, evidence-based program grounded in sound assessment, thoughtful curriculum, anti-bias mindset and responsive professional development.
- Oversees all aspects of the center's parent outreach, including day-to-day communication, enrollment and transition, conflict resolution, and content-specific parent supports.
- Proactively builds external partnerships and actively develops and maintains positive community relations.
- Develops collaborative relationships with the Board of Directors, provides proactive communications, supports committees and meetings and manages on-going strategic planning.
- Recruits, hires, develops, supports, mentors and motivates staff ensuring everyone is connected to the organization's mission, vision, and shared values.
- Creates systems and policies to ensure effective programs and fiscal management.
- Oversees and implements appropriate resources to ensure that the operations of the organization are run efficiently and effectively.
- Ensures financial stability of the organization including meeting annual enrollment goals and leading fundraising initiatives.
- Ensures compliance with local, state and national regulations, including the Department of Children, Youth and Families licensing, QRIS/Bright Stars, and NAEYC accreditation.

Education and/or Experience

The successful candidate must possess a minimum of a Bachelor's degree in education or related field with at least 12 credits in ECE/related field or the ability to demonstrate equivalent knowledge and competency. A Master's Degree in education or related field, or the ability to demonstrate equivalent knowledge or competency is preferred. Required to obtain the Rhode Island Early Learning and Development Standards (RIELDS) Certificate for Administrators within the first year of employment. At least three years of experience as an education administrator or similar senior level position, with staff supervisory experience is strongly preferred. Experience in financial management, budgeting, administration, fund development, community relations, program delivery, empowering leadership skills, organization development and strategic planning is desired.

Key Qualities:

Our preferred candidate has knowledge and experience in early childhood education, a solid understanding of applicable regulations and standards, is an energetic leader who can engage others in our mission and embraces and encourages the multi-dimensional elements of learning, working, and living in a diverse environment. Our ideal candidate possesses the following attributes:

- The ability to develop a positive, effective professional team with staff and Board is essential.
- Process oriented, works to set challenging goals, innovates and improves results and measures outcomes.
- True collaborator and skilled communicator, proactively developing effective internal and external relationships, engaging Board members, staff, donors, funders, partners and community stakeholders.
- An inclusive leader, who is committed to diversity, equity, inclusion, racial and social justice.
- Key influencer, role model and spokesperson representing the organization, its mission and core values.
- Energetic, creative problem-solver, with an open mind and willing to make strategic recommendations, take positive actions and calculated risks to improve the organization's programming and community collaborations.
- Able to efficiently build annual and short-term work plans and make sound decisions that respect the input of internal and external partners.
- Ability to raise funds and develop diversified funding sources.
- Has high standards of fairness and honesty, is candid and respectful of others.
- Skilled at respectfully and empathetically engaging staff, children and parents from diverse backgrounds. Is comfortable having difficult conversations about diversity and inclusion.
- Bilingual ability is a plus and is an asset to the Executive Director to cultivate community engagement.

Contact:

This is an exciting opportunity for a passionate leader who is truly committed to making a positive contribution to the community. Compensation will be commensurate with experience and qualifications. Minimum salary \$80,000 annually. BFP ECEC offers a competitive benefit package including medical, dental, vision, professional development, 403b retirement plan and generous time off. Relocation assistance is not provided for this position.

BFP ECEC is an equal opportunity employer and fully committed to a culturally diverse staff to better serve our community. People of color, women, LGBTQ+ candidates, and people of diverse backgrounds are strongly encouraged to apply.

We will be reviewing resumes starting in April. Candidates should submit a resume and cover letter describing their interest in this position to:

Cynthia Butler, SPHR, SHRM-SCP
 Butler & Associates Human Resources Consulting
cjbutlerhr@gmail.com
 For more information visit <http://brownfoxpoint.org>