

Joyce Bilingual Preschool

Executive Director Job Opening

Job Title: Executive Director
Hours: 30-40 hours/week salaried, exempt position; 6 weeks off in summer
Compensation: Commensurate with experience + benefits (Health benefits available at 36 hours/week)

Organization Overview: Joyce Preschool has been providing quality early education to children and families for over 40 years and two-way Spanish-English immersion programming since 1995. We have a strong emphasis on kindergarten readiness, second language acquisition, parent involvement in education and development of early literacy skills. www.joycepreschool.org

Position Overview:

To lead Joyce Bilingual Preschool and support the work of the Board, staff and volunteers to fulfill the mission of the organization and implement the strategic plan

Major Functions:

1. Board Coordination and Support:

- Effectively support a bicultural Board of Directors
- Work closely with Board leadership to support operations and coordination of the Board by advising and informing members
- Facilitate and coordinate Board's work in implementing the strategic plan
- Increase the Board's fundraising capacity
- Interface between Board and staff
- Help recruit diverse and talented Board members

2. Program Oversight:

- Support the Program Coordinator to lead program staff, program development, and maintain an environment of program excellence
- Develop and implement Model Sharing to spread bi-cultural early education programming and increase earned revenue
- Ensure strong program systems of evaluation and outreach
- Promote visibility and new strategic connections
- Work with Board and staff to implement strategic plan around increasing capacity – both programming and space; evaluate and facilitate new strategic partnership(s) to expand program impact and sustainability
- Maintain relationships with families and students

3. Organizational Oversight:

- Responsible for budgeting, financial management, human resources, operations, communications, and development
- Manage and implement fundraising strategies to support programmatic and organizational goals with an emphasis on increasing and diversifying development work
- Maintain and nurture existing relationships with funders and partners; Build relationships with new funders and partners
- Work with Board and staff to implement strategic work in the areas of leadership development and communications
- Support a learning environment and lead continuous improvement efforts through incorporating best practices and emerging research
- Engage in early childhood policy work and advocacy as necessary

4. Staff Coordination and Support:

- Supervise Program Coordinator, Development and Administrative staff
- Coordinate and support multicultural and bilingual staff to perform daily operations of preschool
- Promote professional development, work plans and new opportunities for all staff
- Ensure strong cross-cultural communications and cohesion among staff
- Provide links between daily work and strategic work of the organization

Required Qualifications:

1. Experience in multicultural settings, bilingual Spanish/English skills
2. Extensive experience in or with Latino Culture
3. Demonstrated written, editing and oral communication skills in English and Spanish
4. Demonstrated effectiveness in development work, donor cultivation, foundation relationships, and grants management
5. Strategic thinker with the ability to advise board on strategic decisions
6. Demonstrated ability to build relationships with broad spectrum of people and organizations
7. Comfortable in a preschool setting and able to engage young children and their families
8. Effective public speaker
9. Demonstrated management and supervisory skills and experience
10. Ability to manage Board, parent and community volunteers
11. Bachelor's Degree

Preferred Qualifications:

1. A combination of Nonprofit, Early Education and Community Building experience and knowledge
2. Experience implementing and monitoring a strategic plan
3. Knowledge of Minneapolis neighborhoods and local politics
4. Entrepreneurial spirit for the design of earned income projects
5. Master's Degree

For consideration, submit the following as MSWord or .pdf documents no later than Friday, August 6:

- Cover letter with salary requirements (1 page)
- Resume (no more than 3 pages)
- Three professional references
- 1 to 2 page writing sample (grant application, article, etc.)

Send information to:

Joyce Search Committee c/o
Roger Meyer Consulting
meyer@cpinternet.com

*You will receive a confirmation email within 24 hours of submitting your information.
If you do not receive a confirmation, please contact Roger Meyer at 651-338-5318*