



**POSITION ANNOUNCEMENT
EXECUTIVE DIRECTOR
RESTON CHILDREN'S CENTER
RESTON, VIRGINIA**

THE ORGANIZATION:

Established 54 years ago, shortly after Reston itself was established, Reston Children's Center (RCC) has been serving children and their families ever since. RCC is an early childhood center licensed by the Commonwealth of Virginia, accredited by the National Association for the Education of Young Children (NAEYC), and rated Level 4 by Virginia Quality. Programs include infant and toddler care, preschool, and kindergarten, as well as school age before and after care with busing to local elementary schools and summer camps through age 12.

RCC's mission is to provide and advocate for high-quality, affordable childcare and educational programs that allow children to thrive. At its regular capacity, RCC enrolls more than 200 students each school year with about 80 teachers and staff. Class sizes are limited, and the teachers and administrators are dedicated seasoned professionals. Staff turnover is remarkably low, with more than half of the RCC staff serving 10 years or more.

RCC is a not-for-profit, parent-governed cooperative, with parent volunteers composing the entire Board of Directors and many committees that support RCC. This unique structure creates an unparalleled teacher/parent partnership dedicated to the education and development of young children.

RCC maintains an annual budget of approximately \$3 million and a strong balance sheet, including net assets of more than \$2 million. The 12,600 square foot facility sits on 1.3 acres with dedicated playground space and equipment for each program area. For additional information, visit the website at www.restonchildren.org.

OVERALL OBJECTIVE:

The Board of Directors is seeking an Executive Director who has the vision and passion to lead the organization into its next chapter. Building on a strong financial and operational foundation they are seeking an innovative, proactive leader who can provide the strategic oversight to the organization while enhancing the performance of and assuring the integrity of the operations. The Executive Director should be able to actively represent RCC and the needs of children to the outside community. The candidate should possess knowledge of early childhood education and demonstrate outstanding development, strategic, and leadership skills along with an ongoing commitment to organizational excellence, and an appreciation of the unique aspects of RCC and the Reston community.



PURPOSE OF THE POSITION:

The Executive Director as the key executive leader of RCC, reports to the RCC Board of Directors and is responsible for overseeing the administration, financial management, programs, community relationships and the organization's strategic plan. The Executive Director should also work to leverage the Board of Directors' expertise and direction, and stakeholder input to best achieve the mission. Key duties include governance, fundraising, communications, outreach, assessing community needs, managing strategic partnerships and asset management.

The Executive Director oversees the administration, growth and development of strong, effective programs while maximizing RCC resources to the greatest benefit for its families. The Executive Director provides innovative strategies and tactics to ensure a valuable, viable and sustainable organization.

SCOPE OF RESPONSIBILITY:

The existing reporting structure has the Executive Director managing a team of 10 direct reports, including 4 program directors (Infant/Toddler, Preschool, Kindergarten, and School Age) and 6 administrative staff (front desk, bookkeeping, kitchen, and facilities). The Executive Director is an ex officio member of the Board of Directors.

PRINCIPAL RESPONSIBILITIES:

STRATEGIC PLANNING

Develops the vision and strategy for the organization; supports and guides the organization's mission and establishes current and long-term goals and objectives in collaboration with the Board of Directors.

Works with the Board of Directors and Program Directors to review, update and measure progress toward long range and near-term goals and objectives.

BOARD RELATIONS

Communicates with the Board, providing timely and accurate information so that the Board can function properly; enabling the Board to make informed decisions.

In collaboration with Board, assists in the recruitment and orientation of new Board members.

MANAGEMENT

Manages all aspects of the RCC facility, working with parent volunteers and contracted service providers, including but not limited to the cleanliness and upkeep of the building and ground, regular and emergency repairs, updates to telecommunications and IT systems, and major renovation projects.

Provides oversight on all personnel matters and ensures compliance with policies and legal requirements in the management of human resources.



Leads a well-functioning team, ensuring that operations are being executed in accordance with the organization's policies while building and nurturing a collaborative work environment.

Establishes and maintains an effective system of communicating throughout the organization, with families, other constituencies, and its various partners.

FINANCIAL OVERSIGHT

Oversees and manages the fiscal integrity and performance of RCC, ensuring maximum resource utilization; monitoring and meeting enrollment targets; preparing necessary financial documents and reports; and maintaining a positive financial position.

Guides the planning of the annual budget and operates within the approved budgets.

Maintains required documents and records for RCC's children, staff, and Board of Directors for administrative procedures and practices to ensure compliance with federal, state, and local regulations.

NON-TUITION REVENUE

Develops and maintains fundraising strategies to diversify RCC's revenue streams.

Collaborates with the Board and designated committees to support fundraising efforts.

PROGRAMMATIC RESPONSIBILITIES

Ensures RCC programs deliver their desired performance and other outcomes, complying with the pertinent laws, regulations, guidance, and policies.

Maintains county, state, and federal government health and safety standards, including but not limited to all aspects of the USDA Child Care Food Program; Virginia Health Department and USDA requirements on food handling and preparation safety and cleanliness standards; and Virginia Licensing regulations pertaining to environmental, health, and security standards for all indoor and outdoor facilities.

Sets high standards of quality for the programs and curricula, evaluates desired outcomes, and recommends adjustments of current programs based on the needs of students, current trends, and research. In collaboration with the Program Directors, determines needed professional development, materials, equipment and use of physical space.

Conducts on-going review of quality of services across segments of the organization (teachers and support functions) and takes steps to ensure that appropriate measures are enacted to correct unsatisfactory results.

EXTERNAL RELATIONSHIPS

Represents the organization before multiple constituencies, major funders, stakeholders, government officials, community leaders, corporate entities, other non-profits, and the public.



Utilizes effective, strategic communications in marketing efforts to assist in maintaining enrollment targets.

Represents RCC in a variety of public forums including media presentations, public speaking to individuals and groups, and hosting of groups and individuals on our grounds.

Seeks and responds to public relations opportunities that will assist in building public awareness.

Creates innovative partnerships with businesses, nonprofits, or education centers that contribute to RCC's resources.

DESIRABLE PERSONAL ATTRIBUTES:

RCC requires a creative and energetic leader who perpetually exudes and communicates a genuine caring and enthusiasm for the mission of the organization with the ability to motivate, inspire, and instill confidence across a broad range of families, teachers, and staff.

Serving as the public face of the organization, the Executive Director must be outgoing and able to maintain a regular visible presence with internal and external stakeholders.

The Executive Director must possess a combination of service orientation and business acumen to be a visionary catalyst creating excitement and energy for the future of RCC and the role it plays in the greater Reston and Northern Virginia communities.

PROFESSIONAL QUALIFICATIONS:

Demonstrated track record of leadership and management of an organization of similar complexity.

Minimum of seven years in a senior leadership role in an early childhood education setting, including demonstrated experience with finance and personnel management.

Proven networking capabilities across diverse organizations and a demonstrated ability to motivate organizations and individuals to support a common goal and purpose.

Demonstrated ability to develop, communicate and engage diverse staff and stakeholders around a common vision. Experienced with developing communication strategies and promoting messages among targeted constituencies using all forms of communication including social media.

Demonstrated ability to lead, engage and motivate staff; serves as a role model for the organization. Proven ability to lead organizational, business development, and funding initiatives.

Excellent public speaking and written communication skills.

Demonstrated success creating and developing new approaches to raising money for an organization.



Familiarity and knowledge of the Fairfax County government, programs, and community partners.

Candidates with any or all of the following desired attributes should make specific mention in their application materials:

- Experience in an early childhood education setting.
- Experience working with a Board of Directors.
- Engagement with continuing professional development, especially regarding working knowledge of play-based learning theory.
- Ability to envision, plan, and communicate the organization's strategic future to the staff, Board, members, and general public.
- History of successfully generating new revenue streams, improving financial results, and leading fundraising initiatives.
- Experience with evaluating, selecting, and overseeing work of outside vendors and consultants.
- Experience with facilities management and food program oversight.
- Active involvement in the broader early childhood education and/or childcare community.

EDUCATION:

MA in Education or related field.

OTHER REQUIREMENTS:

Successful candidates will be required to provide a negative TB test and a clear criminal record, based on a background check.

COMPENSATION:

Competitive Base Salary and Benefits Package

SEND RESUME:

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Reston Children's Center is an Equal Opportunity Employer and as such they encourage applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.