



Executive Director

“SMNS is dedicated to the development of young children and to the cultivation of meaningful relationships with our community.”

Background

Located on the University of Pennsylvania’s campus, [Saint Mary’s Nursery School](#) (SMNS) is an independent 501 (c)(3) nonprofit cooperative early years education center and community hub formed by parents and professional staff nearly 60 years ago. SMNS delivers exemplary early childhood education and promotes family and community development. SMNS is a nationally accredited independent childcare center and academic school for children 18 months to five years of age.



SMNS' educational curriculum is carefully planned to be developmentally appropriate and based on play, creativity, and the arts with an emphasis on the social-emotional health and



development of each child. Family and community involvement through the co-op program and parent workdays (to be reintroduced post-COVID) foster a caring, trusting, healthy environment for the children. A combination of mixed-age experiences and same age-group experiences create environments that allow children to relax and open to all aspects of learning.

SMNS enjoys a PHLpreK partnership with the City of Philadelphia and runs after-school and Summer Camp programs. It received a 2019 Arts & Pre-K Excellence Award from The Greater Philadelphia Alliance.

SMNS has a [Reggio Emilia Inspired Curriculum](#), with a teaching philosophy designed to meet each child's individual needs.

Position Overview

The Executive Director's role will ensure that the organization maintains its high-quality Keystone Stars 4 status, while continuing to be in alignment with the changing landscape of Early Childhood Education (ECE). This individual will foster an inclusive culture that demonstrates integrity, diversity, risk-taking, accountability, warmth and caring. The Executive Director reports to the Board and leads a richly diverse staff. The strategic priorities include seven key points: ensure fiscal stability, align the brand and mission, stay involved in the early childhood field nationally and locally, support economic diversity, improve the learning environment and program, support and empower staff and support the diverse families and staff.

Responsibilities

Board

- Create strong working relationships with all members of the board.
- Guide the ongoing development and realization of SMNS' vision and implementation of its values.
- Work closely with the Board on rebranding and developing a new strategic roadmap.



Staff

- Provide professional development opportunities and feedback and evaluate performance against clearly articulated goals and objectives.
- Create and cultivate a culture that engages staff, parents and the community while embracing racial equity and supporting the whole child.
- Mentor, coach and hire staff.



Children/Families

- Enroll families and keep clear communication with parents, making sure they understand the program while advising them of scheduling and implementing new policies and procedures.
- Confer with parents regarding facility activities, policies, and enrollment procedures.

Center Operations

- Work with the Board and Business Office to prepare a budget. Monitor financial performance on a regular basis to ensure financial sustainability.
- Oversee billing, budgeting, marketing, advertising, purchasing, and collaborating with community agencies.
- Set fundraising goals and support development activities
- Implement sound human resources principals.
- Lead communications, continually building productive relationships with all internal and external SMNS stakeholders.
- Oversee facilities and operations (rental property, vendor relations, security).
- Keep abreast of licensure requirements, certification, and accreditation matters and policy changes.
- Implement a full ECE Technology solution into the center to improve communications and streamline operations.

Critical Skills / Requirements

- Bachelor's (or higher) degree in Early Childhood Education, Child Development or related field is preferred along with post graduate qualifications.
- Minimum of five or more years of management experience within an educational setting. Understanding of PHLpreK and CCW is desired.
- Strong business acumen, with successful P&L management experience of a nonprofit organization.
- Inclusive leadership style, embracing all members of the SMNS community.



- Fundraising skills.
- Able to align research in the field of ECE to successful programmatic operations and organizational mission.
- Strong commitment to early childhood education with a passion for learning and development.
- Teaching experience is desirable.
- Work history evidencing leadership, imagination, and initiative in creatively moving an organization through change and growth.
- Forward thinking and flexible in an ever changing political and economic climate.
- Demonstrates high energy, and the ability to motivate, lead and inspire Board, staff, and collaborating partners.
- Exemplary relationship building and influencing skills.
- Exceptional communicator, internally and externally, both orally and in writing; ability to distill varied sources of information and communicate clearly and effectively with multiple constituencies, including media and donors.
- Strong commitment to high ethical standards and accountability.

Personal Traits

- Demonstrates both gravitas and humility.
- Sense of humor.
- Value diverse perspectives.
- Patient and joyful in the presence of children.

Compensation

Competitive salary and benefits package.

Contact Information

To be considered for this position,
please contact:

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