

Executive Director - Childhood Services

The Dick Howser Center for Childhood Services, Inc., located in Tallahassee, Florida is seeking a creative and committed Executive Director to guide the management and leadership of our childcare centers and various related programs.

This non-profit organization is committed to the full inclusion of children with disabilities in everyday community life. We offer early intervention, childcare, special education and therapy services for children aged six weeks to five years. We celebrate the individuality and uniqueness of every child, employing activities that encourage self-confidence, spontaneity, curiosity, and self-discipline. We have been providing high quality childcare and education for thirty-six years and are committed to excellence in early childhood care and education.

The Executive Director is responsible for the overall leadership, planning and management of operations, programs, finances, human resources and risk management for the Dick Howser Childcare Centers.

Required Qualifications

- Demonstrated knowledge of leadership, business and management principles as they relate to non-profit organizations, including, but not limited to human resources, finances, development, project management and board relations.
- Five years of supervisory experience.
- Degree in early childhood education, social work or a related field, preferred.
- Licensed/certified in early childhood education or related field a plus.
- Three years experience as a program administrator, preferably in a licensed child care facility or similar educational program.
- Experience with the implementation of Developmentally Appropriate Practice programs for children ranging in age from infancy to age five.

Additional Requirements

- Must submit to fingerprinting and FBI criminal background check.
- Must have good credit history.
- Must have a valid driver's license, automobile liability insurance and be insurable through the company's insurance carrier.

To Apply: Please submit the following materials, in a single attachment (Microsoft Word or Adobe PDF format), to hrb5347@gmail.com: **Cover letter, resume, and 3 references.** Please include email addresses, and specify the nature of your relationship with each reference. References will not be contacted unless an offer is pending.

All application materials will be kept strictly confidential. Applications will be reviewed beginning May 4, 2010 until the position is filled. Questions about the position may also be directed to the above email address.

No phone calls please