

The Children's Center – Albert Lea, MN
Executive Director

The Children's Center in Albert Lea, MN has an exciting opportunity for an energetic, organized, and motivated professional to join us as our Executive Director. In this role, you will oversee a team of passionate staff, ensuring the delivery of an exceptional learning and developmental experience for both children and their families. A successful candidate in this role has strong leadership skills, communication skills, and a good understanding of the childcare field.

The Executive Director is responsible to the Board of Directors for the management of The Children's Center. The Executive Director will conduct all aspects of The Children's Center program in accordance with the Minnesota Department of Human Services Rules and Regulations, Chapter 5903.

JOB RESPONSIBILITIES

- Effectively operate and manage the childcare facility
- Enrollment building
- Family retention
- Staff retention and human resources
- Marketing
- Train and develop teaching staff
- Actively develop and maintain positive customer/community relations

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Early Childhood Education, Human Services or Business Management or equivalent
- Minimum two years of full-time experience in managing center-based programs as Assistant Director, Center Director, or similar management role.
- Strong verbal and written communication skills
- Proactive, solution-oriented leaders with excellent organizational and communication skills and a proven record of maintaining effective relationships with staff, parents, and children.

WORK SCHEDULE AND PAY

52 weeks per year, weekdays with the exception of special meetings. 20 Paid Time off days per calendar year, available on a prorated basis. 8 paid holidays. This is a salary position, starting at \$60,000. Additional compensation will be considered upon qualifications of candidate.

To apply, please submit a cover letter and resume to: The Children's Center Board of Directors, board@alchildrenscenter.org or 605 James Ave Albert Lea, MN 56007