



## Job Posting

### Managing Director of Child Care Development Programs

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Covenant Presbyterian is a dynamic Christian community that gladly invites all people into a transformational experience of faith; boldly proclaims the gospel, bravely works toward a whole and just world and passionately nurtures discipleship.

Our location, on the edge of downtown and embedded in a historic neighborhood, provides ample opportunity to serve people from many walks of life. Our steeple graces the skyline of Charlotte, reminding us and our neighbors we are loved by God and called to share that love. Our main entrance, open to all, bears the words, "To the Greater Glory of God" reminding us why we are here.

As a result of Covenant's call to follow Christ and engage the world as Christ directs, we are building a new Child Development Center (CDC) on our campus offering full day, quality care for children ages 6 weeks to 5 years. To prepare our young students for the world and ensure the highest quality of education we believe in creating a diverse classroom community within the CDC. This effort, supported by an endowed scholarship fund, seeks to serve a population of children that is diverse across socioeconomic status, race, and ethnicity reflecting the whole community.

For the newly created position of Managing Director of Child Care Development Programs, we are looking for a motivated, self-starter, with high energy and a passion to serve children and their families. Your key responsibility will be to start, manage and grow enrollment for the full day child care development center with our number one goal to be licensed as a 5-star center within 12 months of opening. Keep reading to learn more about this exciting and critical role and how to apply.

#### **Job Objective**

The Managing Director ensures the health, safety, and quality of education for all children within the full day and pre-school programs. Will also lead the startup of the full day program and licensing process to establish a North Carolina 5 star center; ensures the goals of the center are met appropriately. Accountable for overall operational management in accordance with licensing guidelines, including curriculum development, staff and facilities management, legal and budgetary considerations, and long-range planning.

#### **Qualifications**

- Level III North Carolina Early Childhood Administration Credential (NCECAC) or its equivalent. North Carolina defines Level III as six semester credit hours of administration

course work (two courses plus Bachelor's degree in Early Childhood/Child Development OR a Bachelor's degree in any field plus 18 semester credit hours in Early Childhood Education). Master's degree in Business or Education is valued.

- Four years of full-time verifiable work experience in an early childhood center teaching young children; or four years of administration experience; or four years of a combination of both. 3-5 years of experience managing teachers and support staff is preferred. Experience in a NC top rated licensed child development center is valued.
- Must obtain and maintain current CPR, First Aid, SIDS and applicable certifications.
- Must successfully complete North Carolina's required background check. Must meet all North Carolina required health standards within the state's established timeline.

#### **Additional Demonstrated Expertise:**

- Experience in financial management including budgeting, forecasting and tracking overall revenues and expenses.
- Experience serving economically diverse populations in an educational environment, experience in multicultural work groups, and/or training in multicultural community building or perspectives is preferred.
- Experience working with, or detailed knowledge of, Charlotte Mecklenburg's Child Care Resources, Inc. or similar organizations is preferred.

#### **Competencies and Characteristics**

- Ability to provide strong, diplomatic leadership and manage the transition to an established CDC, inspiring stakeholders in the process.
- Ability to build and maintain effective interpersonal relationships and motivate others.
- Demonstrates personal integrity, strong work ethic, problem solving aptitude, and excellent judgement. Conveys a positive attitude, self-confidence and has good listening ability.
- Demonstrates strong oral and written communication skills.

#### **Compliance**

- Enroll and maintain compliance of the Child & Adult Care Food Program (CACFP). Monitor receipts to ensure all funds have been collected.
- Manage all applicable audits (NC Licensing, CACFP, Sanitation, etc). Work to address deficiencies timely and communicate to direct supervisor and CDC Committee.
- Ensure all required inspections are completed and documented within deadline and all inspection notes and feedback are forwarded to direct supervisor and CDC Committee.
- Ensure that all staff are fully trained and compliant with Covenant policies, rules and regulations, including specifically the Child Protection Policy and Space Use Guidelines.

Interested candidates should submit a cover letter and resume to [CovenantCDCsearch@gmail.com](mailto:CovenantCDCsearch@gmail.com) by Friday, February 20, 2019.

**Physical Demands:** Requires a nominal level of physical fitness. Requires prolonged sitting, some bending, stooping, stretching, standing and lifting up to 30 pounds occasionally. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, photocopier, calculator and other office equipment. Requires normal and/or correctable range of hearing and vision.

**Work Conditions:** Work involves contact with enrolled children, child care program staff, church staff, parents, community partners and the public. Work may have deadlines, multiple interruptions, high volume and may be stressful at times.

The regular work schedule will be Monday through Friday for a 40-hour work week. The Managing Director's hours need to be flexible to ensure required staffing, as well as church committee meetings held outside of the work week. Available for occasional special events outside of the work week.

**Classifications:** Full Time (40 hours), Program Staff, Exempt

**Reports To:** Business Administrator

**Evaluation Due:** Annually by Supervisor

**Supervises:** Director of Preschool, Assistant Director, & Lead Teachers