

## **Carousel Play and Learn Center**

### **Executive Director**

Are you a passionate, driven leader who believes in the power of early education? We're looking for an Executive Director to lead our team, inspire our staff and help shape positive, nurturing environment where children thrive.

It's more than just a job- It's an opportunity to impact families, empower educators, and build a stronger community.

**Job Title:** Executive Director

**Reports To:** Board of Directors

**Employment Status:** Full-Time, Exempt

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### **Position Purpose**

The Executive Director serves as the chief executive officer and public representative of Carousel Play and Learn Center. The Executive Director provides leadership, vision, and oversight for all aspects of the Center's operations, programs, finances, and community relationships. The position is responsible for ensuring that infants through school-age children receive high-quality care and education in a safe, nurturing, and child-centered environment. The Executive Director works in close partnership with families and the Board of Directors to advance the mission, values, and long-term sustainability of the organization.

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### **Core Responsibilities**

#### **Strategic Leadership and Board Relations**

- Collaborate with the Board of Directors to develop, implement, and evaluate a multi-year strategic plan aligned with the organization's mission
- Provide regular, accurate, and timely reports to the Board regarding program quality, enrollment, staffing, financial performance, and organizational outcomes
- Support Board development by assisting with recruitment, orientation, and governance training

## **Operational and Program Oversight**

- Provide leadership and oversight for day-to-day operations, including facilities, technology, scheduling, enrollment, and administration
- Ensure the learning environment is child-centered, inclusive, developmentally appropriate, and respectful of the rights and dignity of every child
- Maintain full compliance with all applicable federal, state, and local laws, including Indiana child care licensing regulations
- Promote continuous improvement in program quality and educational outcomes

## **Commitment to Children and Families**

- Uphold the safety, well-being, and healthy development of all children as the highest organizational priority
- Ensure children are cared for in a warm, secure, and supportive environment that encourages learning, curiosity, and confidence
- Establish strong, trusting partnerships with families, recognizing them as essential collaborators in their child's development
- Communicate regularly, openly, and respectfully with families regarding programs, policies, and individual child needs
- Address family concerns promptly and professionally, with a child-first and family-centered approach
- Promote equitable access to high-quality early learning opportunities for all families

## **Financial Stewardship and Fundraising**

- Develop and manage the annual operating budget to ensure fiscal integrity and long-term sustainability
- Provide financial oversight, transparency, and accountability to the Board of Directors
- Lead fundraising initiatives, including grant writing, annual fundraising campaigns, and donor cultivation
- Oversee tuition administration, billing, collections, and financial aid programs

## **Human Resources and Staff Development**

- Recruit, mentor, supervise, and evaluate a high-performing team of educators and administrative staff
- Foster a collaborative, respectful, and positive workplace culture that supports staff engagement and retention
- Promote ongoing professional development and compliance with training requirements
- Ensure compliance with all labor laws, workplace safety regulations, and personnel policies

### **Community Relations and Advocacy**

- Serve as the primary spokesperson for the organization to families, community partners, the media, and the public
  - Build collaborative relationships with local agencies, schools, and nonprofit organizations to enhance resources and services
  - Advocate for children, families, and high-quality early childhood education within the community
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### **Required Qualifications**

#### **Education**

- Bachelor's Degree in Early Childhood Education, Nonprofit Management, Business Administration, or a related field

#### **Experience**

- Minimum of 2–3 years of senior leadership experience, preferably in education or a nonprofit organization

#### **Credentials**

- Valid Indiana Director's Credential **or** willingness to obtain within a specified timeframe
- Ability to meet all required background checks and safety clearances

#### **Financial Literacy**

- Demonstrated ability to manage complex budgets and interpret financial statements
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### **Desired Skills and Personal Attributes**

- Visionary mindset with the ability to balance operational execution and long-term strategy
  - Strong leadership, organizational, and decision-making skills
  - Positive attitude and collaborative leadership style
  - Mission-driven with a deep commitment to children and families
  - Excellent communication, relationship-building, and problem-solving abilities
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### **Benefits**

- Generous paid time off and holiday scheduling
  - Professional development and continuing education support
  - Potential childcare discounts for employee children, subject to availability and policy
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### **Equal Opportunity Employer Statement**

Carousel Play and Learn Center is an Equal Opportunity Employer. The organization does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, disability, veteran status, or any other characteristic protected by applicable law. Employment decisions are based on qualifications, merit, and organizational needs.