

**Saint Vincent's Day Home  
Executive Director**

***Saint Vincent's Day Home seeks an Executive Director committed to leading an agency providing exemplary child development and family services to those in greatest need, in an open, welcoming and supportive environment in West Oakland, California.***

At the forefront of early childhood education since 1911 and known for our collaborative approach and pioneering accomplishments serving children and families, Saint Vincent's Day Home (SVDH) is one of the Bay Area's most respected leaders in the its field. We believe that a caring and nurturing classroom environment is essential to learning and social-emotional development. SVDH is looking for an Executive Director (ED) able to embrace our mission and lead a successful agency into its next century.

Our expansive 1.5-acre campus in West Oakland provides an excellent setting for learning and exploration with spacious play yards and an inviting atmosphere. Some 200 children and 50 staff members have joined our community in which each individual is provided an opportunity to learn and contribute in an open and embracing environment. SVDH is a culturally rich community that honors and highlights a diversity of languages, nationalities, and culture. The annual operating budget is \$4.5 million.

We take great pride in providing support and services to those most in need, including full-day programming, low teacher-to-child ratios, a team of professionals and exceptional teachers, individualized programming, nutrition, health services, and social service referrals.

**BASIC FUNCTION**

The ED is expected to provide outstanding educational leadership and skilled management of the day-to-day operations of SVDH, serving children between the ages of two and six years. Working closely with the Board of Directors (Board), teachers, and staff the ED is responsible for directing all programs based on the principles of the High Scope curriculum and experiential-based education. The ED is also responsible for sound fiscal management to realize the school's vision, mission, and strategic goals.

This position reports directly to the Board and plays a vital role in maintaining a cooperative spirit in which the community, parents, staff, and volunteers all contribute to the life of SVDH. The ED must possess a proven track record in managing an organization of this size, scale, and complexity.

**ONGOING RESPONSIBILITIES**

**MISSION, VISION AND VALUES**

- Wholeheartedly support the mission, vision and values of SVDH.
- Articulate and guide the school's philosophy, principles, and methods of instruction.
- Administer a complex, private, non-profit agency with multiple funding sources, programs and a budget in excess of \$4,000,000.

- Represent the agency to the community, donors, and supporters; and assume a leadership role in the early childhood education community.

#### LEADERSHIP OF TEACHERS AND STAFF

- Guide curriculum development based on current research and best practices.
- Oversee all operations and work collaboratively with Directors of Program, Family Services, Development, Finance, and other departments.
- Provide educational leadership, encouragement, and support to teachers and staff.
- Hire, on board, train, supervise, and evaluate staff.
- Develop and implement innovative educational and social service programs.
- Implement policies established by the Board and work collaboratively with the Board in pursuing a second century of excellence.
- Implement, maintain and enhance professional standards of ethics, confidentiality, discretion and good judgment.
- Set and monitor clear expectations and measures of success for all employees.

#### CONNECTION WITH CHILDREN AND FAMILIES

- Establish collaborative partnerships with families with respect for cultural traditions and family configurations.
- Confer with teaching staff regarding each child's growth and development, including learning and/or behavioral concerns.
- Establish methods to encourage optimal learning experiences for each child and to modify behavior as needed.
- Work closely with parents, families, and partners to support activities, events, publications, local organizations and the larger educational community.
- Oversee all communications from SVDH including regular narrative reports to the Board, parents, staff, funders and donors.
- Maintain a positive and professional relationship with the children and families served by the agency, as well as Board Members, community and government leaders, and members of the public.

#### ADMINISTRATION AND REGULATORY POLICIES

- Ensure conformance to state and local regulations on a daily basis. Draft policies and procedures to ensure all regulations are satisfied, including staff certifications and accreditation.
- Oversee and ensure that all governmental and private grant reports, audits, and mandates are managed, supervised, and implemented.
- Plan, administer, and monitor an annual budget. Monitor and approve all spending.
- Serve as an ex-officio member of the Board and report to the Board as needed.
- Work with the Facilities Department and others to effectively maintain the property and buildings to ensure a safe, healthy, clean, and effective learning environment for very

young children. Maintain the architectural integrity of the property, furnishings and grounds.

- Abide by and uphold all policies and procedures of SVDH.

#### COMMUNITY CONNECTION AND FUNDRAISING

- Develop and achieve a successful fundraising strategy.
- Oversee and facilitate all public relations and fundraising activities.
- Effectively engage in public speaking in a variety of settings including public relations, group and professional leadership, and testimony before government agencies.
- Represent SVDH as a professional and exemplary Child Development Center and Social Services agency.

#### **ESSENTIAL KNOWLEDGE, SKILLS, ABILITIES**

- Possess an in-depth knowledge of early childhood education.
- Demonstrate effective communication skills as a writer, speaker, and listener.
- Demonstrate strong interpersonal intelligence and skills.
- Exemplify respect for differing perspectives, cultures, and life experiences.
- Possess a strong sense of perspective, humor, and resilience.
- Lead and communicate the school's inclusive culture and curriculum.
- Manage organizational/business systems and processes, modifying them as needed.
- Demonstrate professionalism and discretion in all matters.
- Understand regulatory bodies and attendant requirements, processes, and procedures.
- Model high standards of ethical behavior.
- Work cooperatively and collaboratively with parents, staff, and Board.
- Abide by the rules and policies of SVDH and support its mission of service and inclusion.

#### **PERSONAL CHARACTERISTICS**

The successful candidate should be:

- A mission-driven individual with a belief in and commitment to early childhood education and service to the whole family.
- Passionate about enhancing the lives of children and families and serving those in greatest need.
- A good listener and strategist; comfortable receiving input from many sources, and able to analyze and formulate disparate information into a sound, well-organized plan.

- A natural and proven leader. Intrepid yet tactful; inspiring and determined yet respectful of others' concerns; possess a strong personal presence, with a diplomatic but authoritative style of communicating.
- A hard worker with a high energy level; a "doer" with a willingness to work hands-on in developing strategy and process with an eye for detail.

## **POSITION QUALIFICATIONS**

- Master's degree in early childhood education, child development, MBA, or related field from an accredited college or university, strongly preferred.
- Minimum of 6 years experience in overseeing an early childhood education/care program or preschool and supervising teachers and staff, or comparable business experience
- Child Development Site Supervisor Permit
- Ability to inspire, motivate, and provide visionary leadership for the SVDH community.
- Sound business skills.
- Experience with fundraising.

This description does not include all job responsibilities that are assigned to this job position; however, acceptance of this position acknowledges that the Executive Director must assist in all matters that pertain to the efficient leadership and administration of an agency of this size.

*Saint Vincent's Day Home provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

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**m/Oppenheim Executive Search**