

# Executive Director

Chickpeas Cooperative Preschool

New York, NY

Other

Posted on June 14, 2022

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## Job Description

Chickpeas is seeking an experienced individual passionate about early childhood education to serve as our first-ever Executive Director. This person must be able to work within and actively promote a collaborative environment across the community of parents and teachers. The candidate must be flexible, creative, and an excellent communicator and must possess strong organization and management skills.

## Responsibilities

The Executive Director is the primary person responsible for overseeing the day-to-day operation of Chickpeas. This work will include:

- Working closely with the board of directors on all aspects of Chickpeas' management including policy development and enforcement.
- Overseeing all financial operations including budgeting, payroll, financial aid awards, fundraising, grant applications, audits, and insurance-related matters, as well as reporting on budgeting and expenditures to the DOE.
- Leading all human resource efforts including managing staff performance, administering contracts and annual reviews, maintaining current staff records, hiring and scheduling, and overseeing administration of employee benefits.
- Overseeing facility and supply management including lease relationship, facility maintenance and improvement, and making/approving supply purchases.
- Serving as our compliance expert in all regulatory matters including licensing requirements, student records, and day-to-day and emergency health and safety protocols.

- Developing relationships with communications with parents, open house events and other recruiting activities, and school-wide events.
- Collaborating with teachers on curriculum development.
- Conducting outreach to and developing relationships with potential families via open houses and other recruiting events.
- Ensuring our commitment to diversity, equity, access, and inclusion is reflected across administration, programming, admissions, curriculum development, staffing, and communications.

Chickpeas is open from 8:00 AM to 6:00 PM Monday through Friday. The Executive Director will be expected to work 40 hours per week during our open hours plus occasional evening and weekend time for board meetings, open houses, and other events.

**Job Type:** Full-time

## Qualifications

- Minimum three years' experience as an Executive Director or Assistant Executive Director at a full-day preschool
- NYS certification in early childhood education
- B.A./B.S. in early childhood education or related field
- Strong computer skills (Word, Excel, Adobe, Google Suite, etc.)
- Proof of Covid vaccination with booster
- Master's degree in early childhood education or related field is preferred
- English fluency

## Application Instructions

Submit your cover letter and resume via our [Indeed portal](#) by **June 17, 2022**. Application review will begin immediately. We are flexible with the start date but prefer to fill the role before August if possible.

## Additional Information

### Benefits offered:

- Health insurance

- Dental insurance
- Retirement plan with organizational matching
- Chickpeas operates September through July and observes all federal holidays plus winter and spring breaks. Additional personal paid time off also provided.

*Chickpeas is committed to creating a welcoming and inclusive work environment for employees of all races, colors, religions, ethnicities, ages, national origins, genetics, veteran status, gender identities, sexual orientations, socioeconomic backgrounds, and abilities, and is proud to be an equal opportunity employer.*

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