



# Executive Director

Campus Preschool & Early Childhood Center

Binghamton, NY 13901

Program Director

Full-time

Onsite

\$68,000 - \$74,000 a year\*

\* Salary commensurate with experience; a competitive salary range will be shared with finalists

Posted on May 14, 2026

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## Organization Statement

### About Campus Pre-School & Early Childhood Center:

A SUNY-affiliated center with over 50 years of service to the Binghamton University community, Campus Pre-School & Early Childhood Center, Inc. is a private, not-for-profit center committed to providing exceptional early childhood education in a nurturing, developmentally rich environment. Founded in 1971 and governed by a Board of Directors, the Center is located on the Binghamton University campus and is accredited by the National Association for the Education of Young Children (NAEYC) and licensed by the New York State Office of Children and Family Services (OCFS). To support SUNY students in pursuing their education and faculty and staff in performing their work, the center offers priority enrollment to children of Binghamton University students, faculty, and staff. As space is available, community families are also served.

## Job Description

### Areas of Responsibility:

- Fiscal Management
- Personnel Management
- Program Administration
- Operations Administration
- Family and Community Relationships

**Reporting Relationship:** The Executive Director reports directly to the Board of Directors.

### **Specific Duties and Responsibilities:**

- Provides strong organizational leadership in managing the day-to-day operations of the Center and implements policies and procedures on behalf of the Board of Directors.
- Oversees all aspects of staff management, including recruitment, hiring, scheduling, training, evaluation, and, when necessary, dismissal of personnel in accordance with established policies and procedures; demonstrates and requires open and transparent communication throughout the team.
- Manages administrative and operational systems, ensuring that resources, finances, space, and equipment are utilized to their maximum effectiveness.
- Monitors income and expenses; develops annual budgets and grant proposals with input from the Board and staff, to ensure the Center remains financially viable; administers contracts on behalf of the Center and ensures that appropriate internal controls are in place.
- Coordinates with appropriate agencies and funding sources to maintain ongoing financial support for the Center.
- Maintains a high-quality program, including the development and implementation of an appropriate curriculum, classroom programming, health services, social services, family involvement, and family education.
- Works with staff and appropriate regulatory agencies to maintain Center licensure and accreditation.
- Maintains a positive working relationship and strengthens the Center's partnership with Binghamton University, ensuring that CPECC continues to serve as a valued asset to the university and surrounding community.
- Maintains open communication with the Board of Directors, attends all Board meetings as requested, and prepares regular reports on Center operations.
- Cultivates strong, trusting relationships with families, serving as a reliable resource and point of contact throughout their experience at the Center.
- Serves as the primary representative of CPECC in the broader community, building visibility and support for the Center's mission.

### **Responsibilities**

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- **Fiscal Management**
- **Personnel Management**
- **Program Administration**
- **Operations Administration**
- **Family and Community Relationships**

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## **Qualifications**

### **Minimum Qualifications:**

**Candidates must meet ONE of the following sets of qualifications:**

#### **Option 1:**

- **A Bachelor's Degree from an accredited institution of higher education that includes:**
  - **coursework in early childhood education, child development, elementary education, early childhood special education, or a related field; and**
  - **coursework in administration, leadership, or management;**
- **Three years of experience managing or supervising staff in a child care program or related field.**

**OR**

#### **Option 2:**

- New York State Children’s Program Administrator Credential;
- Three years of experience managing or supervising staff in a child care program or related field.

**Preferred Qualifications (in addition to minimum requirements):**

- Executive administrative, business, and/or accounting experience
- A Master’s Degree in early childhood education, administration, or a related field
- Working knowledge of Brightwheel and QuickBooks
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Master's Degree

**Application Instructions**

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**To apply, please submit the following materials:**

- Letter of interest
- Resume or curriculum vitae
- Contact information for at least three professional references. (Please note, references will not be contacted until finalists are identified.)

**Submit materials to the Campus Preschool Board of Directors at:**

[cpsbod@binghamton.edu](mailto:cpsbod@binghamton.edu)

**For full consideration, please apply by May 29, 2026. The search will remain open until the position is filled.**

Campus Pre-School & Early Childhood Center is an Affirmative Action / Equal Opportunity Employer.

## **Language Requirements**

English

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