



Executive Director

About Us

The Child Care Council of Westchester is a dedicated and compassionate not-for-profit organization that has been providing high-quality child care services to the child care community since 1968. Our mission is to ensure that every child in our community has access to safe, nurturing, and educational child care that sets them on the path to a bright future. We believe that every child deserves the opportunity to thrive and develop to their fullest potential.

Position Overview

We are seeking an experienced and dynamic Executive Director to lead our organization and drive our mission forward. The Executive Director will be responsible for overseeing all aspects of the agency, from program development and management to fundraising, advocacy and community engagement. This is a unique opportunity to make a profound impact on the lives of children and families in our community.

Key Responsibilities

- Provide visionary leadership to the organization, inspiring and motivating staff, board members and volunteers.
- Ensure provider agencies comply with all regulatory and licensing requirements.
- Develop and execute a strategic plan to guide the organization's growth and impact.
- Lead fundraising efforts, including grant writing, donor cultivation, and partnerships with other organizations
- Foster positive relationships with staff, board members, community partners and families we serve.
- Manage the organization's finances, including budgeting, financial reporting and fiscal responsibility.
- Advocate on behalf of the Council's constituents on the pressing issues surrounding child care to lawmakers and business leaders.

Qualifications

- Bachelor's degree in a relevant field (Master's degree preferred).
- Proven leadership experience in the not-for-profit sector, with at least 10 year in an executive or senior management role.
- Strong understanding of child care regulations and best practices in New York State.
- Exceptional communication and interpersonal skills
- Demonstrated success in fundraising and grant writing.
- Financial acumen and experience managing budgets.
- Passion for our mission and commitment to advocating for children and families.
- Must have a car, a valid driver's license and a minimum of \$100,000/\$300,000 car insurance
- Experience working with diverse populations



- Bilingual/Spanish speaker preferred

Support the Council's mission to champion the healthy development of children, families and our community by promoting quality early care and education in the following ways but not limited to:

- actively advocating for policies and resources that improve the quality, affordability and accessibility of care
- increase Council awareness by participating in community events, outreach emails, calls etc.

Provide culturally relevant and inclusive services in person, over the phone, by mail, and/or by email to families, child care providers and other community members.

Reports to: Board of Directors

Classification: Exempt, Full-time

Benefits:

- Competitive salary range between \$150,000 to \$175,000
- Health and retirement benefits
- Professional development opportunities
- A chance to make a meaningful impact in the lives of children and families

Disclaimer Clause:

Job descriptions and specifications are not intended and should not be construed to be an exhaustive list of all responsibilities, skills or working conditions associated with a job. Descriptions are intended to be an accurate reflection of the principal requirements of the position.

The Child Care Council of Westchester is an equal opportunity employer and welcomes applications from individuals of all backgrounds. We are committed to creating a diverse and inclusive work environment.

How to Apply:

Interested candidates should submit resume, cover letter, and a list of five references to Dr. Diann Kelly, Chair, Search Committee, kelly5@adelphi.edu with the subject line "Executive Director Application- [Your Name]." Please include your salary expectations and describe your experience and passion for our mission in your cover letter.