

Job Title: Director of Operations

Location: Elizabeth's Early Learning Center, Lynchburg, VA

Position Type: Full-Time with Benefits

Job Summary:

Elizabeth's Early Learning Center (EELC) is seeking a Director of Operations to oversee the financial health, sustainability, and overall administration of an early childhood program for children ages 6 weeks to 5 years. This key leadership role is responsible for managing day-to-day operations to ensure a well-functioning and compliant organization. The ideal candidate will possess strong leadership skills, an understanding of early childhood education, and the ability to effectively communicate and build relationships within a dynamic environment.

Application Review: Open until filled.

About EELC:

Elizabeth's Early Learning Center, Inc. (EELC) was established in 1997 as a not-for-profit childcare center. EELC is the result of a community-driven effort inspired by the vision of Mrs. Elizabeth Forsyth. The Center provides year-round, full-day childcare services and early childhood education for approximately 200 children, ages 6 weeks through kindergarten. The Center operates one campus located on Bedford Avenue in Lynchburg, Virginia.

Our Mission:

EELC is committed to providing every child with affectionate and personalized care in a safe environment. Our focus is on meeting the physical, social, emotional, and cognitive developmental needs of children in an age-appropriate manner.

Key Responsibilities:

Personnel Management:

- Supervise staff and conduct annual performance reviews.
- Develop, implement, and enforce personnel policies.
- Collaborate with the Director of Education, Compliance, and Training to recruit and hire staff.
- Involve community volunteers and work with local colleges for practicum students.

Enrollment:

- Manage fair admission and enrollment practices.
- Have final authority on all enrollment decisions.

Fiscal Management:

- Oversee the financial operations of the program, ensuring the program operates within the established budget.
- Collaborate with the Board on the preparation of the annual budget and monitor fiscal performance.

Staff Payroll and Compensation:

- Oversee staff payroll, recommend salary adjustments, and ensure timely processing.

Grants and Budgeting:

- Manage and monitor grants and budgets.
- Collaborate with the Director of Education, Compliance and Training on training needs and funding opportunities.

Facilities, Equipment, and Supplies:

- Oversee physical plant operations, maintenance, and custodial care.
- Oversee playground grounds, equipment and safety
- Manage cafeteria operations and related services.

Technology:

- Oversee technology initiatives appropriate for early learning environment
- Oversee operation and upgrades for technical infrastructure and systems
- Collaborate with the Director of Education, Compliance and Training on technology needs
- Create and manage policies related to proper use and permissions associated with technology

Compliance and Accreditation:

- Ensure compliance with all external agency regulations and financial reporting.
- Serve as the primary liaison for NAEYC accreditation.

Development:

- Work with the Board to develop and implement fundraising initiatives and strategies.
- Manage foundation grants and submit local, state, and federal grants.
- Collaborate with the University of Lynchburg regarding the Forsyth scholarship program.

Parent/Guardian Support and Involvement:

- Orient parents/guardians to the program and encourage participation.

- Oversee annual parent-teacher conferences and communication initiatives.

Community Relationships:

- Represent the program in the community.
- Advocate for young children and their families.

Health and Safety:

- Implement and monitor health and safety policies.
- Oversee staff training in first aid, CPR, fire/evacuation drills, and severe weather procedures.
- Reports suspected cases of child abuse and neglect in accordance with state regulations.

Qualifications:

- A minimum of a baccalaureate-level degree in any field.
- At least 9 higher education credits in business and program administration, or equivalent experience.
- Alternatively, an Administrator credential recognized by the National Association for the Education of Young Children (NAEYC) or a state-issued principal credential.

Required Skills and Abilities:

- Strong leadership, communication, and relationship-building skills.
- Ability to manage staff and resources effectively.
- Understanding of early childhood education principles and program management.
- Ability to work collaboratively with the Board of Directors, staff, parents, and the community.

How to Apply:

Interested candidates should submit a resume, cover letter, and references to applicants@eelc.info. Application review begins on March 15, 2025, and remains open until the position is filled.

Elizabeth's Early Learning Center is an equal opportunity employer.