

**Executive Director, Mariposa Family Learning Center**  
*Job Description*  
**January 2025**

**Introduction:**

Are you ready to make a lasting impact on the lives of children and families in southeast Austin? Join the Mariposa Family Learning Center as our next Executive Director and lead a passionate team dedicated to empowering children to thrive and helping families build brighter futures! This is more than just a job – it's a chance to create meaningful change, inspire a love of learning, and shape the future of our community. If you're a visionary leader with a heart for early childhood education and a drive to make a difference, we'd love to hear from you!

**Reports to:**

- Board of Directors

**Classification:**

- FLSA: Exempt
- Regular Full-Time

**Pay Grade:**

- \$60,00 - 70,000 annually (final salary based on qualifications and experience)

**Direct Reports:**

- Teachers(5)
- Office Assistant (1)
- Development Director (1)

**Summary:**

The Executive Director (ED) provides leadership and management for Mariposa Family Learning Center in alignment with its mission. The ED is responsible for strategy, operations, fundraising, staff management, regulatory compliance, and stakeholder engagement. This role includes direct supervision of the Development Director and supports fundraising initiatives to ensure financial sustainability and program growth. The ED also oversees curriculum, facilities, and ensures adherence to state and federal childcare regulations.

**Preferred but not required:**

- Bilingual proficiency (English and Spanish) to support the diverse community served by the Center.
- A strong appreciation for outdoor learning environments and experience incorporating nature into early childhood education.
- Ability to cultivate relationships and secure financial support for the organization.

**Essential Job Functions:****Strategic Leadership and Organizational Management:**

1. Lead the development, execution, and evaluation of the organization's strategic plan, under the oversight of the Board of Directors.
2. Foster a collaborative culture, ensuring staff alignment with organizational goals and mission.

**Fundraising and Development Oversight:**

1. Collaborate with the Development Director to create and execute comprehensive fundraising strategies.
2. Supervise the Development Director, providing guidance and evaluation on donor relations, campaigns, grant applications, and event planning.
3. Act as the primary spokesperson for fundraising initiatives, building relationships with donors, partners, and the community.
4. Ensure reporting and compliance with funding source requirements.

**Regulatory Compliance and Licensing:**

1. Maintain compliance with state, federal, and local childcare regulations, including licensing and safety standards.
2. Oversee compliance with the Child and Adult Care Food Program (CACFP) and other funding requirements.

**Financial Management:**

1. Collaborate with the Board of Directors to develop, implement, and manage the organization's budget.
2. Monitor financial performance and ensure financial sustainability through effective management of resources.

**Staff Leadership and Development:**

1. Recruit, hire, train, and evaluate staff, including the Development Director and teaching staff (5 teachers total).
2. Foster a culture of professional growth, safety, inclusion, and collaboration.

3. Provide mentoring and support for staff to ensure high-quality education and care for enrolled children.

#### **Program and Curriculum Oversight:**

1. Ensure the design, development, and implementation of innovative, child-centered curriculum and programs.
2. Evaluate classroom activities and ensure they align with early childhood education best practices.

#### **Community and Stakeholder Engagement:**

1. Build and maintain relationships with families, community members, and local organizations.
2. Represent the Center at community events, meetings, and partnerships to promote the organization and its mission.

#### **Facilities Management:**

1. Ensure facilities are well-maintained, safe, and conducive to learning and development.
2. Oversee the procurement of equipment and resources for operations.

#### **Data Reporting and Analysis:**

1. Prepare and present operational, financial, and programmatic reports to the Board of Directors and stakeholders.
2. Analyze data to identify opportunities for improvement and inform decision-making.

#### **Qualifications:**

##### **Education and Experience:**

- Bachelor's degree in Early Childhood Education, Child Development, Human Services, Nonprofit Management, or 6 years working (with equivalent experience) in a related field.
- Minimum of 2 years experience as a director or senior leader in a licensed childcare facility.
- Proven experience in fundraising and supervising development staff or initiatives.
- Demonstrated success in budget planning and financial management.

##### **Knowledge, Skills, and Abilities:**

- Comprehensive understanding of childcare licensing and funding regulations.
- Strong leadership, mentoring, and people management skills.
- Expertise in early childhood education, curriculum development, and classroom management.
- Excellent written and verbal communication skills.

- Proven ability to cultivate relationships with stakeholders, including donors, families, and community leaders.
- Strong organizational, strategic planning, and problem-solving skills.
- Proficiency in Microsoft Office Suite, social media tools, CANVA or similar relevant software applications.

### **Other Requirements:**

- Must pass a background check and meet all licensing and safety requirements.
- Commitment to ongoing professional development (minimum of 30 hours annually).
- Ability to work flexible hours, including occasional evenings and weekends.

### **Work Environment:**

- MFLC is located at 403 Vargas Road, Austin, Texas 78741.
- The position is in-person

### **Compensation and Benefits:**

- Salary range: \$60,000–\$70,000 annually (based on experience).
- Competitive benefits package.

### **How to Apply:**

Submit a cover letter, resume, and references to [giving@mariposalearningcenter.org](mailto:giving@mariposalearningcenter.org).