



Position Title: Executive Director
Reports to: AFC Board of Directors
Review period: 90 days
Starting pay rate: \$65,000 annual salary

Oversees: Assistant Director
Schedule: M-F, 8:00 AM – 4:30 PM

Job Description:

The Alburgh Family Clubhouse Executive Director is responsible for strategic planning and program sustainability, including regulatory compliance and fundraising. This position works closely with the Board of Directors and other community partners to ensure consistent high-quality care and continuous program improvement. Ideal candidates are experienced in nonprofit management and fundraising and have expertise in early childhood development and services.

Responsibilities include:

- Act as the liaison between AFC Board of Directors and Alburgh Community Education Center, Northwest Counseling and Support Services, and other community partners, developing and maintaining constructive relationships
- Report to the AFC Board monthly on program operations, budget, enrollment, compliance, and quality as well as community relationships and any other topics requested by the Board
- Manage child and family recruitment and enrollment, limiting vacancies at maximum level set by the Board
- Work closely with Assistant Director to ensure ongoing program excellence and staff performance
- Ensure program meets all federal, state, and local regulations and requirements and expectations for high quality, developmentally appropriate practice
- Develop relationship with state assigned Licensing Field Specialist to ensure understanding of and adherence to Vermont childcare licensing regulations
- Develop relationships with families, providing a model for staff and maintaining clear, positive, and consistent two-way communication
- Regularly evaluate Assistant Director, and audit staff evaluations, to ensure program values and performance expectations are consistently upheld
- Stay informed about state and local resources for families, staff, and the program and provide referrals and connections as warranted
- Monitor and manage purchasing of equipment and supplies
- Pursue on-going professional development to meet childcare licensing requirements and maintain current expertise on evidence-informed program standards and issues related to early education and childcare in Vermont and nationally
- Develop and actively manage a balanced annual program budget as approved by the AFC Board of Directors
- Oversee hiring process to ensure new staff are well qualified and committed to AFC mission and values
- Work with the AFC Board to set and achieve annual development goals and manage fundraising and philanthropic relationships and activity to support affordability for all families and special projects

Minimum Qualifications:

- Must be over the age of 21
- Must qualify for the Vermont Early Childhood and Afterschool Program Director Step Two Certificate or higher (or be willing to achieve it within 1 year of hire)
- Must hold at least a BA in Early Childhood Education, Nonprofit Management, or a related field
- Must have at least 2 years experience working with groups of young children

Preferred Qualifications:

- At least 2 years of nonprofit management or business management
- At least 2 years of supervisory experience managing multiple employees

To apply, please email resume and cover letter to
AFC@alburghfamilyclubhouse.com