

Posting Date: December 13, 2017
Application Closing Date: January 15, 2018



Position Announcement

Executive Director



Hutch Kids is recruiting an Executive Director to lead the Center into an exciting period of growth and development.

Located on site at the Fred Hutch Cancer Research Center in the vibrant South Lake Union neighborhood, Hutch Kids offers a high-quality, developmentally appropriate child care program that includes a committed staff, a child-centered collaborative teaching model, numerous enrichment programs, and a low student-to-teacher ratio.

At Hutch Kids we embrace the concept of a “community of learners” and promote respect and collaboration between families, teachers, and school leadership as the foundation for our program.

We seek an exceptional leader who has both experience and a deep commitment to early learning, is an outcome-oriented staff leader, skilled communicator, and is eager to work in partnership with the Board and the leadership team to realize our ambitious strategic goals.

The successful candidate will be excited to meet the challenge of enhancing and growing this excellent school to serve the next generation of Hutch Kids and their families.

About Hutch Kids

Hutch Kids Child Care Center was established in 1990 by Fred Hutch to provide quality on-site childcare for the children of employees. In 2009, Hutch Kids began welcoming families from the community as well. Hutch Kids is located on the Fred Hutch campus, but is administered and operates as a separate 501(c)(3) nonprofit corporation with a Board of Directors comprised of parents and community members. Hutch Kids is currently licensed for 123 children aged 6 weeks to 5 years, and has a staff of over 50, with an annual budget of around 2 million a year. We are accredited by the National Association for the Education of Young Children (NAEYC) and are an Early Achievers rated Center of Excellence. For more information about Hutch Kids, please visit our website at: <https://www.hutchkids.org/>

Our Vision

Hutch Kids Child Care aspires to be a child-centered community of learners where children, their families and educators work in concert with one another. This partnership creates a trusting, nurturing and reciprocally supportive environment where joy, play and learning are celebrated.

Our Mission

Hutch Kids Child Care's mission is to provide quality, on-site child care services to the employee families of Fred Hutch, Seattle Cancer Care Alliance their partners, and the greater Seattle community.



Our Strategic Vision

Four Foundational Tenets

Hutch Kids has established four foundational tenets in evaluating options for its future:

Professionals

We are committed to hiring, developing and retaining the best early learning professionals for the delivery of highest quality early learning experiences to our children and their families. We will invest in the training and support of our staff to ensure they have the skills, background, experience and tools that will allow them to excel. We will work to continue to create a great work environment for our staff.

Expansion

The capacity needs and demand for childcare for Fred Hutch employees and our community in the South Lake Union area are expected to continue to grow. Hutch Kids' ability to serve expanding demand is limited by our current real estate and subsequent licensing considerations. Hutch Kids desires, in the longer term, to evaluate a different physical location on the FH campus for possible expansion.

Partnerships

We are committed to continuing our partnership with FHCRRC and other partners on the FH campus. Hutch Kids will work to create an extraordinary quality learning center for the employees of Fred Hutch, SCCA, UW, and our community.

Quality

We are committed to quality, including the Washington State standards established as part of the Early Achievers program and the national standards established by NAEYC. Accreditation, rating and performance by Hutch Kids in accordance with these standards will require investment in training, tools and support systems.

Three Strategic Priorities

As a result of our planning process, three strategic priorities emerged to guide our work through 2020:

Curriculum Development

Develop and implement a cohesive, sequential curriculum based on equity, collaboration and partnership between teachers, children, and families that honors the creativity, individuality and curiosity of each child.

Staff Development

Foster a team of distinguished early childhood educators through family partnerships, enriched learning environments and curriculum development, and the investment and support of professional development and education.

Facilities Improvements

Build a state of the art early learning center that supports social, emotional, cognitive, and physical growth of children while supporting family involvement.

The Role of the Executive Director

The Executive Director is responsible for the strategic leadership as well as the operations and the administration of the organization. Working in collaboration with the Board of Directors, and the Staff leadership team, which includes an Assistant Director and Business, Curriculum, and Program Coordinators, the Executive Director is responsible for realizing the short- and long-term goals described in the Hutch Kids' Strategic Plan, especially with regard to the focus areas of curriculum development, staff development, and facilities improvement. The Executive Director works with Board leadership to ensure that Hutch Kids operates as a financially sound business with strong administration, compliance and operations practices.

Specific responsibilities of the Executive Director include

- Ensure that children receive the highest quality care available. Maintain care and education standards that meet or exceed all Department of Early Learning, NAEYC and other state guidelines. Manage process for ongoing certification and compliance with accreditation and licensing.
- Foster a culture and professional environment that provides on-going career development and growth for teachers and staff. Assure top tier recruiting, hiring, supervising, and motivating of a culturally diverse, well-trained and engaged staff. Ensure staff have clear performance measurements and are rewarded fairly for their work.
- Be equipped to lead the charge for physical expansion and growth that would likely increase enrollment and staff by 50%
- Manage relationships and communication with current and prospective families.
- Provide integrated support and resources for Hutch Kids families, as well as Identify and implement opportunities of educational enrichment for children and their families.
- Develop the annual budget for Hutch Kids, and design regular reporting tools that help the Board and leadership team manage our business. Ensure the organization operates efficiently within our budget.
- Ensure a strong administrative infrastructure (HR, IT/Technology, Finance, and Legal/Compliance) that supports current operations and positions Hutch Kids for long term growth and stability.
- In partnership with the Board, participate in discussions and negotiations with FHCR through our contracting process, representing Hutch Kids and our community. Manage contract compliance and maintain positive and proactive relationships with key contacts and partners at FHCR.
- Proactively and professionally communicate to all key stakeholders. Transparently share information with families, key members of our community, and teachers and staff.
- Work in partnership with Board leadership to develop shared objectives, facilitate meetings and support the governance for the organization.



Our Ideal Candidate

Hutch Kids is looking for a unique leader who demonstrates a genuine commitment to children's early education and shares our values and enthusiasm.

Specifically, we are seeking an individual with **ten or more years of relevant leadership experience**, with a focus on early childhood/child development or education. Experience should include **managing a complex organizational structure and budgets of \$2 – 5 million**. Ideally s/he will have prior experience in the classroom, as well as experience with a large child care center or early education organization, and background working with national and state accreditation and licensing processes. **A Master's degree is required**, preferably in early childhood education and/or business administration.



Successful candidates will be **excellent communicators who have the ability to facilitate crucial conversations and make tough decisions**. An important talent is to listen and communicate effectively with a variety of audiences: parents, staff, Board and community partners. The ability to develop strong and trusted relationships with each of these audiences to build long term partnerships for Hutch Kids is key.

S/he will have **experience effectively hiring, supporting, and managing staff and providing opportunities to foster professional development and growth**. Demonstrated success at working in partnership with an independent board of directors to achieve goals is another important criteria.

As the leader of a 50+ staff member organization, it is key the Executive Director have an **aptitude for delegation and prioritization of duties** to appropriate administrative/management staff, with a clear understanding of risk and impact.

Strong candidates will have good computer skills and the **ability to effectively review, analyze, and present business and financial information** to help the organization make the best decisions. Successful fundraising experience, including grants and other funding opportunities, is preferred.



Compensation and Benefits

This is a full-time exempt position that reports to the Board of Directors and requires a willingness to work some evenings and weekends. The expected salary range is between \$85,000 - \$105,000, depending on experience and skills.

Hutch Kids offers a generous benefits package including medical (Hutch Kids covers 85% of the premium), dental, and vision insurance, and 18 days of paid time off with longevity accrual increases, and 10 paid holidays. Employees are eligible to participate in the 401(k) plan with 2% employer match after one year of employment. Additional benefits include: basic life insurance and AD&D, long-term disability, and an employee assistant program.

The Hutch Kids facility is located on the campus of Fred Hutch, in the heart of the South Lake Union neighborhood of Seattle in the beautiful Pacific Northwest. It is centrally located and close to transit.

To Apply

Apply online by clicking on this link: <https://cloversearchworks.recruiterbox.com/jobs/fk0friu>

Online applications only, please no email or paper submissions. You will be asked to upload a cover letter and resume. In your cover letter, please describe, as specifically as you can, how your experience and skills are a fit with the goals and requirements of this position as described in this announcement.

Posting Date: December 13, 2017

Applications will be accepted through January 15, 2018

Consideration will be given to applications as soon as they are received, and interviewing will begin in January. We encourage early applications. All applications will be acknowledged via an email receipt and will be held confidentially within the hiring committee.



The search for this position is being facilitated by Clover Search Works, a search firm that provides a full range of search services to nonprofit organizations in the Pacific Northwest and beyond. Clover Search Works is honored to work with Hutch Kids to recruit an Executive Director that will provide leadership to realize its important mission.

Questions regarding this opportunity are welcomed and can be directed to Julie Edsforth of Clover Search Works.

Email: julie@cloversearchworks.com | **Phone:** 206-979-0514 | www.cloversearchworks.com