



POSITION SPECIFICATION

**EXECUTIVE DIRECTOR**  
Children's Center of the Stanford  
Community  
Stanford, CA

**Leadership Search Partners**

is a search firm focused exclusively on the nonprofit sector. Based in the San Francisco Bay Area, the firm works with local, national, and international nonprofits to help them hire exceptional senior-level leaders.

**Principal, Search Consultant Heather Merriam**  
is leading this search assignment. Inquiries may be made, in confidence,  
to Heather Merriam at [Heather@leadershipsearch.com](mailto:Heather@leadershipsearch.com).



**TITLE:** Executive Director

**ORGANIZATION:** Children's Center of the Stanford Community

**LOCATION:** Palo Alto, CA

**REPORTS TO:** Board of Directors

## MISSION

The [Children's Center of the Stanford Community](#) is a cooperative effort by Stanford families and Center staff to raise happy, healthy, compassionate and socially confident children who are prepared for challenges beyond the security of the Center.

## ABOUT THE ORGANIZATION

Founded in 1969, the Children's Center of the Stanford Community (CCSC, or "Center") is the only nonprofit, parent cooperative childcare Center on the Stanford University campus and is one of the largest parent cooperatives in the State of California. CCSC currently serves 144 children of Stanford University faculty, staff, and students with 9 classrooms that offer part and full-time early childhood learning programs for children from 8 weeks to 5 years old.

Accredited by the [NAEYC](#), the educational philosophy of CCSC is grounded in the belief that children are competent, curious, and resourceful learners. CCSC's highly regarded, parent-cooperative early education program is inspired by the RIE approach, as well as the schools of Reggio Emilia, Italy and Socio-Constructivism, wherein children's interests and explorations provide the framework for curriculum and investigation. CCSC's environment fosters children's experiences, relationships and opportunities for cooperative work. Materials are selected with purpose to provoke creativity and wonder, building upon children's interests.

CCSC's work with children hinges on respectful, collaborative relationships between staff, families, and the community. The active participation of parents is an essential element in the life of the school. Every teacher, student, parent and administrative staff member are members of the community.

CCSC adheres to a set of values that influence decision-making at all levels, from governance to operational management to everyday classroom activities.

## ABOUT THE OPPORTUNITY

CCSC is at a critical juncture in its history. Stanford University is investing in the program by building a new children's center that will support an expanded capacity to serve more children of Stanford's faculty, staff and students; with the addition of 6 more classrooms, and new grounds and facilities, there will be 30% more potential for enrollment.



CCSC is seeking an Executive Director (ED) to help CCSC build upon its historical legacy for quality of care and lead the Center through to a successful expansion and beyond. This role is a fantastic opportunity for a leader with a passion for early childhood education, group childcare, and appreciation for parent involvement that the cooperative model provides.

## **Responsibilities**

The ED is responsible for leading CCSC, understanding its culture, sustaining its reputation and maintaining its collaborative spirit while growing the Center to meet the needs of the future.

### Major Areas of Accountability:

**Leadership and Supervision:** The ED will oversee the day to day operation of CCSC, ensuring that the Center meets the objectives for high quality care. S/he will work with the board to maintain governance standards and the program staff to direct classroom programming in accord with the goals and philosophy of CCSC.

S/he will promote and implement a developmentally appropriate, play-based curriculum which meets the standard of continued accreditation by NAEYC, and support the teaching staff in creating a safe and challenging physical environment responsive to children's individual and group needs.

In collaboration with the board and teaching staff, the ED will develop a strategy for building CCSC's capacity to a sustainable level, while maintaining its culture, traditions and high standards.

**Financial Management:** In conjunction with the Business Manager, the ED will be responsible for developing and managing an annual budget and reporting regularly to the board on fiscal matters.

The ED will be responsible for working with the board and Stanford University administration to meet the myriad of challenges and opportunities that will come with the planned expansion of CCSC's facilities.

**Board Responsibilities & Community Relationships:** The ED will serve as a voting member of the Board of Directors, reporting regularly to the board and the community on all matters of CCSC. S/he will act as the professional representative of CCSC at campus and community meetings.

The ED will work with the board, administrative staff, and teachers to promote good parent-CCSC relationships by ensuring a quality parent-participation experience for all members within the coop context.

The ED will work with administrative and teaching staff to foster a spirit of collaboration and open communication to the community at large.



The ED will partner with Stanford University's WorkLife Office on various projects and can seek support for facility related issues, University impacts on the center, and other various University activities.

## **Professional Experience/Qualifications**

### Experience

- Demonstrated commitment to group childcare
- Minimum of 5 years of experience as a senior administrator in a school setting
- Demonstrated ability to manage a nonprofit budget of at least \$1M

### Knowledge and Education

- Thorough knowledge and experience of different models of childcare and alliance with CCSC philosophy
- BA or higher in Early Childhood Education or equivalent preferred.

### Skills and Personal Characteristics

- Openness and transparency, appreciation of the eco-system of the coop environment
- Collaboration and team building skills
- Ability to communicate effectively across diverse stakeholder groups
- Genuinely enjoys being around children and a teaching environment, learning from the ground up
- Warmth yet firm when necessary

### Preferred

- Preschool teaching experience
- Exposure and appreciation for fundraising
- Experience living and/or working in tightly knit community



## COMPENSATION

A highly competitive compensation and benefits package will be made available to the qualified candidate.

## TO APPLY

Leadership Search Partners is conducting this search on an exclusive basis on behalf of Children's Center of the Stanford Community. Interested candidates should apply via email by sending a letter outlining qualifications, and resume as PDF or Word documents to Search Coordinator Chelsea Burr at [Chelsea@leadershipsearch.com](mailto:Chelsea@leadershipsearch.com), with "CCSC-ED" in the subject line. Applications will be accepted through January 15, 2018.

Inquiries may be made, in confidence, to Search Consultant Heather Merriam at [Heather@leadershipsearch.com](mailto:Heather@leadershipsearch.com).

## EQUAL EMPLOYMENT OPPORTUNITY

CCSC believes that equal opportunity for all employees is important for the continuing success of our organization. To the extent required by applicable law, CCSC will not unlawfully discriminate against an employee or applicant for employment on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, family care status, sex, age, pregnancy, sexual orientation, veteran status, or upon any other basis prohibited by applicable law. Opportunity is provided to all employees based on employment related factors which include, but are not limited to, qualifications and job requirements.

**LEADERSHIP SEARCH PARTNERS** is a search firm focused exclusively on the nonprofit sector. Based in the San Francisco Bay Area, the firm works with local, national, and international nonprofits to help them hire exceptional senior-level leaders.  
[www.leadershipsearch.com](http://www.leadershipsearch.com)