Job Description
Program Director
First Presbyterian Church Child Development Center

Reports to: First Presbyterian Church School Board

Directly Supervises: First Presbyterian Church Child Development Center Staff

Status: Full Time

FLSA: Exempt

Summary of Child Development Center and Position:
The First Presbyterian Church Child Development Center strives to create a nurturing, inclusive and engaging environment grounded in Christian values, where every child is valued, supported and empowered to reach their fullest potential. The center encourages and fosters an atmosphere where a lifelong love of learning, curiosity and the social physical and cognitive development of every child is evident. Through strong partnerships with families, the church and the community, a foundation for confident, compassionate and capable learners is established.

The Program Director is a full-time, onsite, year-round position that provides strategic leadership and daily operational oversight to ensure excellence in early childhood education, staff development, regulatory compliance, financial stewardship and family engagement. The Director sets the tone for the Center's culture leading in a manner consistent with the Christian values and mission of First Presbyterian Church and fostering an environment of care, respect, integrity and service. The role also promotes a positive and collaborative relationship between the Center and the broader community. It is essential that sensitive organizational, financial, personnel and family matters are handled with integrity, discretion, sound judgment and professionalism.

Key Responsibilities:

1. Executive Leadership and Strategic Planning

- Provide overall leadership, direction, and management of the CDC. Ensure alignment with mission, philosophy, and goals.
- Develop and implement short and long-term strategic plans to support continued growth, financial sustainability, and educational excellence.
- Work collaboratively with the CDC Board, FPC Executive Director, church leadership, Director of Children's Ministry and other stakeholders to establish priorities, evaluate performance, and guide decision-making. Provide timely, accurate, and transparent communication regarding operations, financial health, staffing, and strategic priorities.
- Identify opportunities for program improvement, organizational development, and increased operational efficiency.
- Maintain a visible, approachable, and professional leadership presence throughout the center.

2. Financial Management and Budget Oversight

- Oversee the financial operations of the CDC. Develop, manage, and monitor an annual operating budget of over $2.5 million.
- Prepare annual budgets, financial projections, and long-term financial plans in collaboration with church and finance personnel. Provide regular financial reports and meaningful analysis to the CDC Board and church leadership.

- Identify financial risks or variances, and implement appropriate corrective measures while maintaining high-quality educational programs and appropriate staffing levels.
- Oversee tuition structures, enrollment projections, financial policies, and resource allocation in accordance with Board-approved guidelines.

3. Operational and Administrative Management

- Oversee effective and efficient day-to-day operations of the center.
- Create and implement Employee and Family Handbooks. Ensure that appropriate policies, procedures, and documentation are maintained and consistently implemented throughout the center.
- Establish and maintain systems for enrollment, admissions, recordkeeping, scheduling and purchasing.
- Plan and conduct center tours for prospective families.
- Ensure compliance with applicable state licensing requirements, health and safety regulations, employment laws, and organizational policies.
- Collaborate with the Food Manager regarding menu planning for children.
- Oversee risk management, emergency preparedness, child protection procedures, incident reporting, and other critical safety practices.
- Regularly evaluate operational systems and processes. Implement improvements that promote efficiency, consistency, and accountability.
- Work with church facilities and operations personnel to address building maintenance, classroom environments, security, and capital improvement needs.

4. Educational Leadership and Program Quality

- Provide strategic oversight of the center's educational philosophy, curriculum, teaching practices, and program quality across all age groups.
- Ensure that educational programs reflect current best practices in early childhood education and support children's social, emotional, cognitive, physical, and developmental needs.
- Support the implementation and ongoing evaluation of developmentally appropriate curriculum, assessment practices, and classroom environments.
- Establish expectations for instructional quality and ensure that appropriate systems are in place to monitor program effectiveness.
- Support ongoing professional development, mentoring, and instructional improvement among teachers and educational leaders.
- Ensure the center meets applicable licensing, accreditation, and program quality standards.

5. Staff Leadership, Supervision, and Development

- Lead, supervise, and support center staff. Ensure clearly defined responsibilities, effective communication, and accountability are in practice.
- Recruit, hire, orient, develop, evaluate, and retain qualified administrative personnel, teachers, and support staff with a work environment that encourages professional growth and staff retention.
- Establish consistent performance evaluation practices and professional expectations for all employees.
- Address personnel concerns, performance issues, and workplace conflicts promptly, fairly, and in accordance with established policies.
- Ensure compliance with employment policies, staffing requirements, required background checks, training, and professional development obligations.
- Develop leadership capacity within the administrative team and support effective succession planning.
- Maintain appropriate staffing structures and personnel practices that support both educational quality and financial sustainability.

6. Enrollment, Family Engagement, and Community Relations

- Oversee enrollment management, admissions policies, retention initiatives, and family communication practices.
- Monitor enrollment trends and develop strategies to maintain appropriate enrollment levels and long-term financial stability.
- Build strong, professional relationships with families. Address concerns consistently, respectfully, and effectively.
- Promote a welcoming and inclusive environment in which families feel informed, supported, and confident in the center's leadership.
- Represent the CDC professionally within the church and broader early childhood education community. Strengthen relationships with local educational organizations, community partners, and professional networks.
- Organize and lead the Parent Advisory Committee (PAC) to support parent functions and fundraising.

7. Relationship with First Presbyterian Church and the CDC Board

- Serve as primary liaison between the CDC, FPC Schools Board, and church leadership.
- Maintain a strong understanding of the center's relationship with the church, mission, values, governance structure, and operational expectations.
- Work collaboratively with church leadership to ensure that the center's educational and operational practices align with its organizational commitments.
- Collaborate with Executive Director of FPC on business affairs and manage financial activity of the center with oversight from the Board Treasurer and FPC Executive Director.
- Collaborate with FPC Director of Children's Ministry on Christian Formation in the CDC.
- Prepare reports, financial updates, strategic recommendations, and other information necessary for informed Board oversight.
- Support effective communication and decision-making while respecting established roles, responsibilities, and governance boundaries.

Required Qualifications:

- Bachelor's degree (or higher) in Early Childhood Education, Child Development or related field.
- Minimum 7–10 years progressively responsible professional experience, including substantial leadership experience.
- Minimum 5 years' experience managing a significant budget including responsibility for budget development, financial monitoring, forecasting, and expense management.
- Obtain NCDCDEE Level 3 Administrative Credential and all other licensing requirements.
- Proven experience supervising personnel, leading teams, managing complex operations, and establishing effective organizational systems.
- Strong knowledge of early childhood education, child development, developmentally appropriate practices, and applicable licensing and regulatory requirements. Commitment to hold others accountable to state (NC) regulations governing child care.
- Demonstrated ability to make sound decisions, solve complex problems, manage competing priorities, and lead organizational change.
- Excellent written and verbal communication, interpersonal, organizational, and conflict-resolution skills.
- Experience developing policies, evaluating performance, and maintaining accountability across an organization.
- Ability to pass comprehensive background investigation.

Leadership Competencies:

- **Strategic and executive thinking:** Ability to see the organization as a whole, anticipate future needs, and make decisions that support long-term success.
- **Financial acumen:** Ability to understand complex budgets, interpret financial information, manage resources responsibly, and balance fiscal responsibility with program quality.
- **People leadership:** Ability to lead with empathy, fairness, humility, and accountability; understand individual staff circumstances while maintaining clear expectations; and build trust by staying connected to the day-to-day work of the CDC and contributing alongside the team when needed.
- **Mission-centered leadership and church partnership:** Ability to lead with Christian values, align decisions with the mission of the CDC and First Presbyterian Church, and foster strong, collaborative relationships across both organizations.
- **Educational expertise:** Demonstrated understanding of early childhood education and a commitment to maintaining high standards of teaching and learning.
- **Communication and relationship-building:** Ability to listen thoughtfully, communicate transparently, navigate sensitive situations, and build trust.
- **Professional judgment and integrity:** Ability to handle confidential information, make difficult decisions, and act in the best interests of children, families, staff, and the organization.
- **Adaptability and problem-solving:** Able to manage competing demands, respond to unexpected challenges, and guide the organization through periods of transition.

Physical Requirements:

- Must be capable of performing physical activities that require considerable range of motion to include stooping, crawling and handling bulky materials, climbing, lifting, balancing, walking distances that match the comfort of the children, push or pull a large emergency buggy, cribs, strollers and/or wagons.
- Demonstrate the ability and willingness to work outdoors in variety of weather conditions.
- Is expected to lift up to 50 pounds; interact with children within their space (classroom floor, playground, gym); and to accompany groups on walking field trips.
- Is expected to perform/assist with the daily cleaning duties on the playground and in the classroom, such as sweeping off debris/sand from the sidewalk, wiping equipment/tables/chairs, mopping up spills on the walls and floors, cleaning cubbies/countertops, emptying trash, sanitizing cabinets/toys.
- Must be able to attend to the basic physical needs of children, such as feeding, diapering, and dressing.

Pay and Benefits:

- Pay range: $72,000 - $80,000.
- Available Benefits:
  - Medical coverage: EPO medical coverage provided by employer for employee; employee may enroll family at employee's cost
  - Optional dental and vision coverage offered for employee and family
  - 403b: pre-tax and Roth participation encouraged
  - Flexible Spending Accounts: health and dependent care options
  - Paid Time Off
  - Short and long-term disability coverage paid by employer
  - EAP plan coverage provided at no cost to employee
  - Free parking during work hours

To Apply:

- Send resume and cover letter to hr@firstpres-charlotte.org.
- Three professional references will be required from finalists.