



As a welcome and outreach ministry of Florence Christian Church, the Discover Zone Preschool and Childcare Center serves families with value-based educational childcare where children discover their world in a nurturing, safe, Christian environment.

Overview

We are seeking an energetic, organized and strategic leader to advance our mission of providing value-based educational childcare where children discover their world in a nurturing, safe, Christian environment. The Executive Director will set a tone of radical welcome for our children and parents and care for our families by managing the curriculum, overseeing our facilities, leading our team and ensuring that we operate in a financially responsible and sustainable way.

Title: Executive Director

Reporting Relationships: The Executive Director will supervise Discover Zone staff, be supported by the Discover Zone Advisory Council and be guided and evaluated by the Senior Pastor and Associate Pastor of Florence Christian Church.

Position Details: This full-time position is exempt from the requirements of the Fair Labor Standards Act. Benefits for this position are outlined in the Discover Zone personnel policy handbook, which may be revised at any time. We will maintain an ongoing dialogue about expectations and experiences throughout the year, culminating in an annual performance and salary review process. The position will operate in an office environment. Because the Executive Director will be part of the Discover Zone team operating in an atmosphere with children, it is essential that the Executive Director be able to move freely, navigate stairs, and lift up to 40 pounds.

Position Description

The following non-exhaustive list describes key areas of responsibility for our Executive Director.

Strategic Leadership

The Executive Director, in consultation with the Discover Zone Advisory Council and the leadership of Florence Christian Church, will:

- Develop a vision and mission for the Discover Zone, create and execute supporting strategic plans, and determine organizational priorities;
- Observe and assess trends, best practices and opportunities for innovation; and
- Forge a collaborative partnership with Florence Christian Church's leadership and other community leaders to ensure that the Discover Zone successfully and sustainability operates as both a ministry and a vital community center for families.

Operational Leadership

The Executive Director will ensure that we operate with integrity and excellence by:

- Taking full responsibility for the finances and facilities of the Discover Zone, anticipating any financial concerns and acting to alleviate them, and providing financial updates to the Florence Christian Church Stewardship Committee;
- Hiring, supporting, mentoring, and supervising outstanding and diverse team members; and
- Ensuring compliance with all relevant regulations and policies and interfacing with all relevant agencies and constituents.

Community and Cultural Leadership

- Developing and executing marketing and public relations planning to ensure that the Florence community understands the Discover Zone's mission and offerings;
- Fostering an inclusive and supportive culture for both team members and families; and
- Supporting and integrating Florence Christian Church's core principles (celebrating God's abundant love, grace, and acceptance by welcoming radically, serving boldly, and forming faith every day) into the Discover Zone's daily operations.

Qualifications

We invite applications from candidates who meet the following attributes:

- A demonstrated history of heart for service and love for children;
- Outstanding integrity, interpersonal skills, and judgment;
- Five or more years of progressive experience in child and family services work;
- A minimum of a Bachelor's degree or equivalent experience;
- At least three years of experience in successful supervisory, administrative, and financial leadership;

- Strong budgeting and business management skills;
- High degree of proficiency in Microsoft Office tools and ability to learn and use software systems as needed

Additionally, all candidates must meet the Commonwealth of Kentucky's requirements for daycare directors of Type I childcare facilities.