



Endicott Preschool

A Heart for Our Communities

The Endicott Preschool (EPS) is seeking a qualified candidate to fill the role of part-time Director of Business (20 hours/week), beginning in August, 2021. EPS is a nationally accredited preschool serving approximately 120+ students ranging from three to five years old. The Director of Business work schedule follows the September thru June academic year and duties include but are not limited to the following:

- Manage the financial aspects of the preschool including payroll, billing, tuition, budget preparation, scholarship and budget reporting, and related recommendations to the Advisory Board.
- Foster community relationships through collaboration with the Union-Endicott Central School District and other area agencies and businesses.
- Use business skills to support the quality of the preschool and resources to help families through scholarships, fundraising, grant writing, etc.
- Oversee building events, preschool security, student safety, social media and web presence.
- Maintain a cooperative and strong relationship with the church staff.
- Assist the Director of Education with the student database, maintaining supplies, planning and implementing a safe and effective preschool operation

EPS is a mission of the Living Hope Church. Although the preschool curriculum is currently non-sectarian, Living Hope Church is continually discerning how to build more intentional bridges between the church and the preschool families. Preschool directors are considered staff of the church; they report to the Pastors and follow their directives to leverage the school to help achieve Living Hope's mission and vision to serve their communities well. The new Director of Business must be enthusiastic about this collaboration and willing to work proactively to this end.

Education:

- Bachelor's Degree (Preferred)

Preferred Experiences:

- Educational Leadership and organizational skills
- Prior work experience in early childhood education, administration, business, marketing, fundraising or other field with management duties.
- Experience planning and executing short, medium, and long-term projects.
- Experience working on adapting to the needs of a community through expanding, retooling or creating new ways to achieve one's mission without compromising core values.
- Experience working with an advisory board.
- Strong written, verbal, and interpersonal communication skills with demonstrated ability to effectively communicate to and with a diverse range of audiences.
- Advanced knowledge and application of technology solutions such as Microsoft Office, Adobe Creative Suite, website management, social media platforms such as Instagram, Facebook, and Twitter.