



Endicott Preschool

A Heart for Our Communities

Endicott Preschool (EPS) is seeking a qualified candidate to fill the role of part-time Director of Business to begin in January 2023. EPS is a nationally accredited preschool serving students ranging from three to five years old. The hours and salary of the Director of Business are currently under review by the Advisory Board. The job follows the school calendar year with an additional flexible three weeks for prepping and closing the books. We anticipate the hours to be similar as in the past of 20 hours a week. Duties will include but not be limited to the following:

- Manage the financial aspects of the school 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, school 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

Endicott Preschool is a mission of Living Hope Church (LHC). The curriculum is non-sectarian; however, LHC is continually discerning how to build more intentional bridges between the church and the preschool families. Preschool directors are considered staff of LHC; they report to the Pastors and follow their directives to leverage the school to help achieve LHC's mission and vision to serve our community well. The new Director of Business must be enthusiastic about this collaboration and willing to work proactively to this end. An application may be found at endicottpreschool.org. Please submit your application and resume either to: Endicott Preschool Advisory Board, 29 Grant Ave, Endicott, NY 13760 or via e-mail to apply@endicottpreschool.org.

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, Excel, Adobe Creative Suite, website management, social media platforms such as Instagram, Facebook, and Twitter.