

Children On the Green
Business Director
For Immediate Hire
June 2023

ABOUT CHILDREN ON THE GREEN (COG): Children on the Green is a licensed, non-profit childcare center committed to quality, developmentally appropriate care and early education for children of families living or working in the Morristown, NJ area. We seek to reflect the diversity of the community in which we are located and are committed to partnerships that support all children and families. COG's goal is to provide a safe and caring environment for our children, staff, and parents. We are a team who, working together, provide an enriching space for children, staff, and parents to learn, grow and care for each other. We pledge to treat each other with respect and kindness, by being transparent, available, and listening fully to each other.

JOB SUMMARY:

The Business Director is responsible for the administrative, operational, and financial functions of the non-profit organization. Duties include overseeing operations and budget, overseeing human resources requirements, improving the efficiency of the organization's operations, and developing and managing operating procedures and policies to ensure compliance with Morris School District (MSD), federal, and state policy for preschools and childcare centers. The Business Director manages the organizational leadership team, comprised of the Program Director (PD) and the Operations Director (OD).

ESSENTIAL JOB FUNCTIONS:

1) Administrative:

- Oversees record-keeping and reporting for students, teachers, and staff.
- Manages organizational policies and procedures, and develops new ones as needed.
- Ensures the school complies with all applicable laws and regulations.
- Implements actions that improve the school and quality of education.
- Maintains parent handbook and updates on a regular basis.
- Oversees student registration process.
- Serves as primary point of contact to the Morris School District regarding COG's contractual obligations as a private preschool provider to MSD.
- Oversees all of COG's interactions with regulatory bodies, including DHS and DCF.

2) Communications:

- Oversees marketing of the center by promoting awareness of the facility and its services through public relations and media, in partnership with PD & OD.
- Maintains ongoing community support for educational goals and/or assisting with issues related to the school environment. Promotes the school and MSD Pre-K through positive relations with community, business, parents, and students.
- Leads regular meetings with PD & OD.
- Represents leadership team to Board of Trustees and submits monthly reports at Board meetings.

3) Financial:

- Oversees the financial stability of the center and is accountable for all funding streams: grants/foundation, state, federal and private income (e.g. tuition).
- Working with bookkeeper, Board treasurer and Operations Director, oversees and manages the school budget and monitors operating expenses.
- Oversees grant writer.
- Liaises with Board members.
- Conducts budget forecasting and manages the annual audit.
- Reports to Board of Trustees monthly financial information.
- Responsible for all aspects of payroll.

4) HR/Management:

- Heads leadership team comprised of Program Director and Operations Director.
- Manages teachers' required credentials and records.
- Manages student health records, emergency contacts, etc.
- Recruits new staff and serves as part of the hiring team composed of PD & OD.
- Maintains employee handbook and updates on an annual basis.
- Complies with all HR related tasks and policies.
- Updates all policies and procedures on an annual basis.
- Assists and supports teaching staff as directed by the PD, except working in classroom.

LOCATION: Morristown, NJ (On Site)

JOB TYPE: Part-Time (Benefits Eligible)

SHIFT AND SCHEDULE: Monday- Friday, 5-6 hours per day (25-30 hours total)

COMPENSATION: \$50,000 - \$55,000, commensurate with experience

COG offers a competitive benefits package, including:

- Medical/dental/life insurance
- 403(b) retirement savings plan
- Paid time off
- Tuition reimbursement
- Professional development opportunities

WHY CHILDREN ON THE GREEN:

- Mission-driven non-profit with demonstrated commitment to educational equity
- Thriving organization in a period of strategic growth
- Part of Morris School District, a top-rated public school district in NJ
- Mentoring, professional development, and support from school district resources
- Caring, small "family" of colleagues
- Located in the center of Morristown, a diverse, vibrant community

REQUIREMENTS: Bachelor's degree in Business Administration, Nonprofit Management, Finance, or other relevant field. Must be good communication skills be organized and excellent at project management (i.e. task-oriented). In addition, knowledge of early childhood/preschool principles and policies needed. Demonstrated experience and proficiency required in Microsoft Office Suite (particularly Excel) and QuickBooks. Competent in budgeting and financial analysis. Bilingual in Spanish a plus.

REPORTING RELATIONSHIP: The Business Director reports directly to COG's Board of Trustees.

TO APPLY:

Please send a one page cover letter summarizing your experience and why you are the best person for this job and your resume to cog.co.president@gmail.com. No phone calls please. Application deadline is June 25, 2023; job begins ASAP.