Urban Ventures Leadership Foundation Job Description

Job Title: Urban Ventures Cornwell Early Learning Center Program Director
Job Status: Full-time, Salaried/Exempt
Department: Programs
Reports to: VP, Programs
Effective Date: Open until filled

About Urban Ventures
Urban Ventures is a faith-based nonprofit with the mission to educate children, strengthen their families, and build a healthy community. The organization primarily serves the Central and Phillips neighborhoods of South Minneapolis—an area rich in culture and diversity—with the overarching goal to prepare and send every child in the neighborhood to college or some form of postsecondary education.

Position Summary
Urban Ventures is embarking on a new effort to launch the Cornwell Early Learning Center (UVCELC), which will serve as a community asset and entrance point to our organization’s cradle-to-career pipeline. Launching the UVCELC provides Urban Ventures with the opportunity to establish itself as a market-leader in early childhood education.

The Center’s director will develop a market-leading early childhood learning experience and collaborate closely with other Urban Ventures program leaders to provide access to everything the organization has to offer youth and families. The director must bring an entrepreneurial mindset to this position and feel comfortable executing a business model that includes both market-rate as well as subsidized-fee components for 80+ children.

The new director must be deeply committed to management best-practices, teacher training and development, creative problem-solving, and working in a collaborative manner to achieve ambitious goals.

Primary Responsibility
The director will be responsible for ensuring the health, safety, and quality of education for all in the Center’s care. This role is directly accountable for overall operational performance in accordance with industry best-practices, including curriculum oversight, staff and facilities management, financial management, legal compliance, and long-range planning. In short, the director ensures that the needs of every student and family are met with excellence.

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Specific Responsibilities

Vision, Start-Up, and Program Development

- Review and update the UVCELC operations plan annually
- Identify long-term opportunities and threats encountered by the Center
- Work in lockstep with UV’s CEO and Executive Leadership Team to position UVCELC for future success
- Facilitate an Advisory Committee that supports the work of the Center
- Develop a marketing and outreach plan informed by the landscape analysis; partner with the Marketing department to execute recruitment plans ahead of a January 2020 opening
- Recruit and hire staff as the program scales up its enrollment

Pedagogical Responsibilities

- Establish the curriculum and assessment framework to track progress towards developmental milestones and identify learning differences
- Meet standards for the NAEYC and 4-star Parent Aware certifications
- Leverage data and technology to support individualized learning experiences for all children
- Set the framework for fostering effective relationships with families

Personnel Management, Professional Development, and Training

- Hold all supervised employees accountable to predetermined key performance indicators; attract, develop, coach, and retain high-performance team members, empowering them to elevate their level of responsibility, span of control, and performance
- Integrate with Urban Ventures’ operational processes, including a master calendar, centralized enrollment and record-keeping system, community outreach and enrollment plans, volunteer and intern management system, fee-for-service collections, database monitoring/reporting/evaluation, and regulatory compliance
- Promote regular and ongoing opportunities to improve organizational culture by creating platforms for employees to connect with one another, give feedback on program operations, and submit creative growth ideas for review and approval
- Ensure that all program activities operate ethically within the faith-based mission and values of Urban Ventures
- Provide mentoring to employees

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Finance, Administration, and Governance

- Ensure enrollment meets business model requirements
- Develop an annual operating budget and review monthly financials
- Develop and enforce policies and practices for doing business
- Ensure daily operations meet standards required by applicable certifications
- Report KPI metrics to Urban Ventures’ Executive Leadership Team quarterly
- Participate in developing proposals for new funding opportunities in partnership with Advancement department employees

Community Partnerships

- Create and nurture relationships with corporate partners that see the Center as a resource for providing quality, market-rate early childhood education to its employees; create and nurture relationships with other nonprofit community organizations as well
- Serve as the primary liaison for partnership agreements and MOUs; ensure agreements are current
- Give tours and help orchestrate informational events for the community

Qualifications

The ideal candidate will be an inspirational, yet operationally-focused leader who is deeply committed to Urban Ventures’ mission and long-term vision, demonstrating a passion for breaking new ground in leading social change, and having the demonstrated ability to lead and build the capacity of cross-functional teams. A master’s degree in early childhood education is preferred, or a bachelor’s degree and commensurate experience. Experience managing large early childhood programs and/or experience leading early learning center start-up efforts is preferred. Knowledge of NAEYC accreditation, Parent Aware certification, Quality Improvement Rating System, and state/local child care licensing regulations is required.

- Track record of high-accountability and goal-orientation – The ability to make good decisions through a combination of data-driven analysis, personal experience, and wise judgment; high level of business acumen, including successful revenue and expense management; experience to balance the delivery of high-quality program services against the reality of limited budgets.
- Demonstrated success in program measurement, evaluation and impact – Strives for quantitative as well as qualitative excellence in her/his work and can cite numerous examples of leading others to new levels of effectiveness and impact; experience leading successful early learning, youth development, and/or family-oriented ministries.
- Vision and ability to think strategically – A constant learner who stays on top of future trends and changing market conditions, incorporating insights into organizational plans; strong problem-solving and entrepreneurial resourcefulness.

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• **General management** – A thorough understanding of business functions and systems, including strategic planning, budgeting, cost-per-unit analysis, finance, IT, human resources, and marketing.

• **Commitment to diversity and organizational capacity-building** – The ability to effectively increase the capacity of employees by ensuring team members feel valued and challenged in their roles; the ability to work effectively across diverse groups of people and build internal and external partnerships, especially within communities of color.

• **Action-oriented** – Embraces change and challenges; an enthusiastic problem-solver; not afraid to take calculated risks and assume responsibility; can overcome resistance and take unpopular stands when necessary.

• **Cross-sector collaboration** – Experience formalizing partnerships that bring together faith-based and non-faith-based organizations to achieve greater impact.

• **Solid educational background** – A minimum of a bachelor’s degree in early childhood education is required (master’s preferred), with 5+ years of similar experience; exceptional written and verbal communication skills; bilingual Spanish/English preferred.

• **Faith and values alignment** – Passion for integrating biblical principles in work and family life; able to align with and judiciously articulate the mission and values of Urban Ventures.

• **Flexible** – The ability to travel and work evenings/weekends up to 10 percent of the time.

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**This position qualifies for benefits, including:**

**HEALTH INSURANCE**: Multiple plan choices including HSA, FSA, and dental  
**ADDITIONAL INSURANCE**: Employer-paid life insurance, short-term disability, accident, and supplemental life insurance  
**RETIREMENT PLAN**: With 401(k) employer match  
**PAID TIME OFF**: 12 annual all-staff holidays, plus paid time off  
**COMMUNITY SERVICE**: Dedicate up to 5% of your working hours to serving at community organizations  
**PARKING PASS**: Year-round access to our heated, underground ramp.  
**FITNESS FACILITIES**: Free use of our weight room, cardio machines, soccer fields, gymnasium, and hockey rink.

To apply, please submit a résumé and cover letter to hr@urbanventures.org