



Executive Director

About the Organization

The Norfolk Area Childcare Collaborative (NACC) is a community-driven initiative dedicated to expanding access to high-quality, affordable childcare and early learning in the Norfolk region. Guided by collaboration among families, employers, educators, and community partners, NACC is creating innovative childcare solutions that strengthen families, support the local workforce, and foster early development.

Position Summary

The Executive Director serves as the chief executive and administrative leader of the Norfolk Area Childcare Collaborative, reporting to the Board of Directors. This role manages all organizational operations—from center opening and licensing to staff leadership, financial management, and community partnerships. The Executive Director ensures NACC delivers inclusive, high-quality early learning programs aligned with its mission and state standards.

Key Responsibilities

Leadership & Strategic Direction

- Provide strategic and visionary leadership to achieve NACC's mission, goals, and community partnerships.
- Collaborate with the Board of Directors on planning, policy, and reporting.
- Foster an inclusive and mission-driven organizational culture focused on quality, collaboration, and accountability.

Program & Operations Management

- Oversee the successful opening, licensing, and ongoing operation of NACC's childcare center in compliance with state and local regulations.
- Ensure the delivery of high-quality early learning programs based on developmentally appropriate practices and frameworks.
- Implement effective systems for program evaluation, enrollment, safety, and family engagement.

Human Resources & Staff Development

- Recruit, hire, and retain a diverse and skilled team of early childhood educators and staff.
- Provide ongoing supervision, coaching, and professional development aligned with licensing standards and best practices.
- Establish clear performance expectations, foster teamwork, and ensure a safe, respectful, and inclusive workplace.

Financial & Administrative Oversight

- Develop and manage the organization's budget with the Board of Directors.
- Oversee all accounting, billing, and reporting systems to ensure fiscal responsibility and transparency.
- Secure funding through grants and partnerships for long-term sustainability.
- Implement sound operational policies and procedures to ensure efficiency, compliance, and long-term sustainability.

Community Engagement & Advocacy

- Serve as an advocate for quality childcare and early learning in the Norfolk area.
- Strengthen partnerships with families, employers, and community organizations.
- Communicate effectively with families, staff, and stakeholders through transparent messaging.

Qualifications

- Bachelor's or Master's degree in Early Childhood Education, Child Development, Education Administration, or related field.
- Minimum of 5 years of progressive leadership experience in early childhood education, childcare administration, or nonprofit management.
- Knowledge of childcare licensing, quality standards, and early learning frameworks.
- Experience in budgeting, staff supervision, and program development.

Core Skills & Attributes

- Strategic and collaborative leadership, with attention to detail and follow-through.
- Commitment to high-quality, inclusive early learning environments.
- Sound judgment, organizational skills, and financial acumen.
- Strong advocate for children, families, and workforce development in the community.

Reports To: Board of Directors

Location: Norfolk, Nebraska