Position Title: Executive Director
FTE: 1.0 FTE (on average, 40 hours/week)
Schedule: Primarily during the hours of 8am-4pm, year-round. Requires attendance at evening meetings and some evening and weekend functions, as needed.
Supervised by: Board of Directors
Supervisory Responsibility: Teaching Staff and Administrative Support

Clark Fork School (CFS) is Missoula’s natural alternative for Early Childhood Education, Pre-K and Elementary After-School Enrichment Programs, and Summer Camps for students aged 2 years old through 5th grade. Our progressive, parent-guided co-op offers small classes, a nature-based curriculum taught by exceptional educators, and a commitment to each child’s social and emotional development. We believe in using positive guidance to help our students grow and learn. As an Eco-School, we believe in modeling sustainability to foster environmental stewardship among our students, regardless of age. CFS administration strives to create and maintain a professional culture where teacher leadership is supported, encouraged, and respected. We believe in cultivating a professional culture grounded in abundant thinking, goodwill, and respectful communication. We recognize the importance of our Executive Director’s contribution to this effort.

The Executive Director position requires a hard-working individual who is committed to effective communication and has the ability to learn in a fast-paced environment. The Director will serve as the figurehead of the school and will implement current operational policy and continue to create and refine policies, with guidance from the Board. Specifically, the Director will oversee business and financial operations, recruit and supervise staff in collaboration with the Head of Curriculum and Instruction, and assume responsibility for the day-to-day operation of the organization in accordance with the mission of Clark Fork School: “Clark Fork School is an educational cooperative where experience in nature and progressive, place-based curriculum fosters academic excellence and connection to local and global communities.”

I. RESPONSIBILITIES
A. CFS Culture
1. Promote and execute an effective play and place-based learning environment for the CFS community.
2. Promote a positive culture that fosters community and collaboration.
3. CFS culture is important to our community. The Executive Director must be aligned with our values and work to embody our organizational culture and mission.

B. Leadership & Communications
1. Act as the first point of contact for questions from parents/guardians and important contractors. Be open, accessible, and responsive with concerns, suggestions, or grievances.
2. In collaboration with the Head of Curriculum and Instruction, oversee all CFS programs, including Pre-K, Kindergarten, Early Foundations, Kids-Niche After-School Enrichment Programs, and our Kids-Niche Summer Programs.
3. Serve as the communications liaison between staff, board, parents, and community, always promoting the best interests of CFS.
4. Collaborate with Board and staff to implement and revise our long-term strategic plan(s).
5. Ensure compliance with all licensing, accreditation, and applicable regulations.
6. Oversee all matters relating to the maintenance of the school’s grounds and facilities.

**C. Financial Management**
1. Work with board of directors to prepare and follow an annual budget.
2. Prepare accurate financial reports for the board.
3. Track and report new enrollment, changes to enrollment, deposits, and check requests.
5. Send accurate monthly statements to parents.
6. Manage accounts receivable from families.
7. Administer, maintain, and potentially grow Financial Aid Program.
8. Responsible for all other financial tasks necessary for a Non-Profit School to succeed.

**D. Personnel**
1. Oversee hiring and retaining of staff and teachers, in collaboration with the Head of Curriculum and Instruction.
2. Oversee and manage all HR (Human Resources) processes for the school.
3. Maintain and improve feedback loops between teachers and administrative staff.
4. Promote constructive relationships, positive staff morale, and professional growth among all employees.

**E. Enrollment, Outreach and Recruitment**
1. Responsible for all aspects of enrollment, including marketing, sales, retention, and intake.
2. Oversee all aspects of CFS marketing.
3. Nurture relationships with community members and sponsors.
4. Maintain student files, ensuring compliance with all licensing and applicable regulations.
5. Promote and maintain CFS’s mission and teaching philosophies.

**F. Fundraising**
1. Participate in fundraising as a spokesperson for the school by building and maintaining valued relationships.
2. Find and close on fundraising deals. Create, execute on, and close the deal on new and existing fundraising opportunities.
3. Play a pivotal role in all aspects of fundraising, including, but not limited to, searching for potential grants and donors and being an active participant at all fundraising committee meetings.

**G. Board Relationship**
1. Collaborate with the Board of Directors on important CFS decisions, attend and plan Executive Team Meetings and Board Meetings.
2. Recruit new board members, as needed.
II. GENERAL WORK CHARACTERISTICS
   A. Comply with all CFS policies and procedures.
   B. Complete assigned work in a timely and accurate manner.
   C. Commitment to CFS vision and mission.
   D. Perform other duties as needed and directed.

III. MINIMUM REQUIREMENTS
   A. Bachelor’s Degree in related field or equivalent experience and education.
   B. Experience and knowledge in budget management and non-profit finance.
   C. Concrete leadership experience, including, but not limited to, the following administrative skills:
      Flexibility, ability to delegate and empower, conflict mediation, collaboration, resourcefulness, and
      supervising staff, with preference for working with educators.
   D. Excellent verbal and written skills to communicate effectively with staff, board, parents
      and community.
   E. Exhibit an interest in fundraising.
   F. Ambitious entrepreneurial skills.
   G. Knowledge and experience with current Information Technology systems.
   H. Exhibit a genuine love for children.

IV. PREFERRED QUALIFICATIONS
   A. Masters degree in related field.
   B. Previous teaching or leadership experience in early childhood education.
   C. Understanding of, and experience in, 501(c)(3) organizations and the nonprofit sector.
   D. Knowledge of place-based and/or progressive curriculum.
   E. Experience in fundraising.