



## Director Job Description

### Job Summary

Are you exceptionally detail-oriented with a proven track record of productivity, customer service, and problem solving? We have an immediate need for a director to oversee and facilitate multiple elements of our company and provide innovative suggestions and plans to ensure success. You will have the chance to work with the director and staff as well as interact directly with visitors and staff on a daily basis. We expect dedication and high-quality work from our employees and provide competitive pay, benefits, and rewards for exceptional results. If you are ready for a challenging and fast-paced job with opportunities for advancement and career development, contact us with your application.

### Job Responsibilities

- Supervise all daily tasks according to schedule and priorities, including reviewing financial statements, measuring productivity, discussing goals and achievements, and determining overall success strategy.
- Help coordinate inter-departmental coordination as needed to increase efficiency, improve morale, eliminate redundancies, and ensure achievement of the corporate vision.
- Provide support for daily activities in all sectors including reviewing budgets, approving time off requests, leading recruitment efforts, managing calendars, tracking expenses, and facilitating payroll.
- Greet visitors, answer questions, arrange meetings, lead tours, and perform other daily customer service tasks to ensure corporate values are upheld while keeping the director's schedule free for required appointments.
- Manage financial activities according to quarterly schedules, including reviewing budgets, approving expenses, distributing funds, researching investment opportunities, planning fundraising events, and establishing monetary goals.
- Perform general office duties daily including reading mail and email, making and receiving phone calls, filing documents, managing database systems, and overseeing office activities.
- Any other duties assigned

### Job Skills & Qualifications

Required:

Associate Degree, CDA or minimum five years relevant work experience

- Leadership experience and excellent verbal and written communication skills
- Self-motivated with ability to problem solve and make decisions independently
- General computer literacy and proficiency with Microsoft Office applications and PeopleSoft

Preferred:

- 8 + years in an Early Childhood Setting