

## **Board Member Posting**

Family Child Development Center (FCDC) is a nonprofit early childhood education and child care center conveniently located near the 394 corridor in Plymouth, MN.

As a community based nonprofit center, we provide exceptional early childhood education by nurturing the unique potential of every child through active partnerships with parents and families. Our mission is to nurture children's early learning through play. We are passionate about creating a place where children are free to grow and learn at their own pace.

FCDC's approach to child care is based on our philosophy that learning is a social experience. We have a strong commitment to meeting each child's developmental and educational needs. It is our belief that, with an appropriate learning environment and the guidance of professional teachers, each child will realize his or her potential—physically, emotionally, socially and cognitively.

FCDC offers programming options for children ages 6 weeks to Kindergarten age in our infant, toddler, and preschool classrooms. We are accredited by the National Association for the Education of Young Children (NAEYC) and earned a 4 star rating, the highest possible rating, through Minnesota's Parent Aware Quality Rating System. FCDC accepts payments from Minnesota's Child Care Assistance Program.

Each child's early years lay the groundwork for future growth and learning. FCDC nurtures creativity and curiosity, helping children to meet his or her highest potential.

### **Primary Duties**

Family Child Development Center receives support from our board members in several ways. The board's primary responsibilities are to guide and promote the corporation's goals and philosophy, to be well-informed about the school and the constituent groups it serves and to make significant contributions of time to the organization.

The board's organizational responsibilities are to annually review the Executive Director's performance and ensure that the results achieved by management are based on the corporation's annual and long range plans, philosophy, and the performance of similar institutions; ensures that the corporation's financial structure and performance are adequate for its current and long range strategy; ensures that the Corporation's staffing is equal to the requirements of the current and long range goals and plans; ensures that the Corporation has appropriate personnel management, compensation, and benefit policies and practices; approve major actions of the Corporation; fill positions on the Board of Directors and other vacancies; annually reviews the performance of the Board and take steps to improve it, and ensures that the Board and its committees receive and generate adequate and timely reports regarding its activities and recommendations.

The board also approves the Corporation's philosophy; annually assess the changing environment, approves the corporation's plans for funding its strategy, including financial goals and the annual budget, and participates as a corporate policy maker and approves major policies guiding the corporation.

The board's audit responsibilities are to ensure that published reports properly reflect operating results and the financial condition of the corporation; ensures that management has established appropriate policies to define and identify conflicts of interest and is diligently enforcing those policies, and ensures that there is compliance with relevant laws affecting the Corporation and the school.

The FCDC Board of Directors meets monthly for board meetings in the evenings and as needed for subcommittee work throughout the month.

FCDC recently updated our strategic plan to reflect the organization's focus and goals through the summer of 2020. Our strategic plan has three focal points which include:

- **Create a great space for children to learn and grow:** Finalizing a recent renovation of the interior of our facility and begin preparations for relevant large scale capital improvements of our exterior spaces. We have a prioritized list of opportunities for facility improvements, and in the upcoming months we will be assessing our options and defining plans.
- **Hiring, developing and retaining the best talent:** Compensate competitively in the marketplace, review and update recruitment and retention programs, invest and develop staff in targeted training opportunities, and improve FCDC's on-boarding and transition plan process.
- **Continue to improve the family experience:** Review and prepare for accreditation renewal, including deep review of assessment tool programs and child care management systems. Use programs that align with our vision, mission and core values, and foster a community environment.

To support our vision and strategic plan, FCDC's Board of Directors is seeking individuals with expertise in any of the following areas:

- early childhood education (preferred)
- human resources (preferred)
- facility and construction
- organizational structure
- legal
- business and finance

Please send your resume and letter of interest to FCDC's Board of Directors via email at [director@fedc.org](mailto:director@fedc.org) or via mail to 100 Nathan Lane N, Plymouth MN 55441.