



Executive Director

Location: 3049 East Genesee St. Syracuse, NY (On-Site)

Schedule: Monday-Friday

Job Type: Full-time

FLSA Status: Exempt

Pay: \$110,000.00 - \$130,000.00 per year

About Jowonio

For over 50 years, Jowonio School has been a leader in inclusive early childhood education, bringing together children of all abilities to learn, grow, and thrive in a welcoming and collaborative environment. Our mission is rooted in inclusion, respect, and the belief that every child deserves access to a high-quality education.

We are seeking an experienced, collaborative, and mission-driven Executive Director to lead one of Central New York's most respected inclusive preschool programs. This is an opportunity to build on Jowonio's 50-year legacy while helping shape its future through thoughtful leadership, responsible stewardship, and a deep commitment to inclusion.

Position Summary

The Executive Director serves as the chief administrative leader of Jowonio School and reports directly to the Board of Directors. This position provides strategic leadership and operational oversight for all aspects of the organization, including educational programming, financial management, regulatory compliance, organizational leadership, and community partnerships.

The Executive Director serves as the designated Office of Children and Family Services (OCFS) Director and the NYSED §4410 SCIS Program Director, ensuring compliance while fostering a safe, inclusive, and high-quality learning environment for children, families, and staff.

What You'll Do

As Executive Director, you will provide leadership across all aspects of the organization, including strategic planning, educational programming, operations, financial stewardship, and community engagement. Responsibilities include:

- Lead the organization in advancing Jowonio's mission, vision, and long-term strategic goals.
- Ensure the delivery of high-quality, inclusive educational programming that reflects Jowonio's commitment to children of all abilities.
- Oversee the day-to-day operations of the school while supporting a collaborative and mission-driven organizational culture.
- Lead and support the Administrative Team, providing coaching, guidance, and accountability across all functional areas.

- Partner with Human Resources to recruit, develop, retain, and support a high-performing team while fostering a positive workplace culture.
- Work closely with the Board of Directors to establish organizational priorities, implement strategic initiatives, and provide regular updates on school operations and performance.
- Partner with the Finance Director and Board to oversee budgeting, financial planning, resource stewardship, and long-term organizational sustainability.
- Serve as the designated OCFS Director and NYSED §4410 SCIS Program Director, ensuring compliance with all applicable licensing, regulatory, and funding requirements.
- Build and maintain strong relationships with families, staff, community partners, school districts, governmental agencies, and funding organizations.
- Represent Jowonio throughout the community, serving as an advocate for inclusive early childhood education and strengthening the organization's visibility and reputation.
- Promote a culture of continuous improvement, accountability, innovation, and collaboration while preserving the values and traditions that make Jowonio unique.

Qualifications

- New York State School Building Leader (SBL) and/or School District Leader (SDL) Certification.
- Master's degree in an education related field.
- College coursework must have included at least 12 credits in Early Childhood, Child Development or a related field
- At least 5 years of teaching experience in a child care center, family or group family day care home or other early childhood program
- At least 5 years of experience supervising staff in a child care program or related field of work.
- Eligibility to serve as the designated Office of Children and Family Services (OCFS) Director in accordance with New York State requirements, or the ability to work with an appropriately qualified designee if permitted by OCFS.
- Experience in an inclusive preschool, special education, or early childhood education setting is preferred.
- Experience working with nonprofit Boards of Directors is preferred.
- Knowledge of New York State special education systems and funding sources, including NYSED, OPWDD, and related agencies.
- Demonstrated commitment to diversity, equity, inclusion, and belonging.
- Strong administrative, organizational, and personnel management skills.
- Demonstrated financial acumen, including experience with budgeting, financial planning, and organizational sustainability.
- Excellent interpersonal, communication, and relationship-building skills.
- Commitment to inclusive education and the mission and values of Jowonio School.

Why Join Jowonio?

At Jowonio, your work directly supports children and families in our community. You'll join a collaborative leadership team that values transparency, innovation, and continuous improvement while helping guide the financial future of one of Central New York's most respected nonprofit organizations.

To learn more about us, please visit www.jowonio.org

Jowonio School is an Equal Opportunity Employer and is committed to building a diverse and inclusive workplace. We welcome applicants from all backgrounds and encourage individuals who share our mission to apply.

Benefits

- 401(k) with matching
- Medical, dental, and vision insurance
- HRA and FSA options
- Employee assistance program
- Company-paid life insurance and LTD
- Paid Time Off
- A mission-driven and collaborative workplace
- Meaningful leadership opportunities
- The opportunity to make a lasting impact on an organization serving children of all abilities