



## JOB ANNOUNCEMENT

Wah Mei School, the first Chinese American bilingual preschool in San Francisco (serving 80 children, ages 2.9 to 5 years old), is seeking an **EXECUTIVE DIRECTOR, preferably bilingual**, to lead the organization. Since our first class in 1974, our program has successfully promoted multiculturalism through play based developmental and learning activities. We are looking for an enthusiastic, creative, hard working, and charismatic leader!

The Executive Director reports to the Board of Directors and provides strategic leadership and direction in the administration and management of the School's operations, and is responsible for the organization's consistent achievement of its mission and financial objectives.

### PRIMARY DUTIES AND RESPONSIBILITIES

- Partner with the Board of Directors to develop the ongoing vision for the School. Attend monthly board meetings.
- Provide strategic leadership in planning, fundraising, and building of a new site.
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
- Maintain the financial solvency of the school by developing and maintaining sound financial practices, grant writing, and supporting other fundraising activities.
- Develop parent and community relations.
- Supervise the work of facility maintenance and repairs, and site improvement.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Oversee office staff and the site supervisor.

### QUALIFICATIONS

- Bachelor of Arts degree in Early Childhood, Social Welfare, or equivalent; MA preferred
- California Department of Education Site Supervisor Permit (preferred not required)
- Minimum of 5 years – and preferably 7-10 years – experience in Social or Human Services with management and supervisory responsibilities
- Knowledge of planning, organization and direction of procedural guidelines related to child development programs and state preschool requirements
- Knowledge of principles and practices of administration, supervision and training
- Ability to maintain current knowledge of applicable provisions of federal, state rules, Title 5 and Title 22 regulations.
- Ability to communicate effectively both orally and in writing
- Familiarity with computers (MS Word, Excel, etc)
- Preferably proficiency or fluency, in Cantonese or Mandarin

### SALARY / BENEFITS AND OTHER REQUIREMENTS

- Competitive salary as well as medical, dental, and retirement benefits
- Health clearance, Fingerprint and Child Abuse Index clearance
- **SUCCESSFUL CANDIDATE REQUIRED TO PROVIDE EMPLOYMENT ELIGIBILITY VERIFICATION**

### TO APPLY

Please send a cover letter and resume to:

**Position open until filled**

Executive Director Search Committee

Wah Mei School

1400 Judah Street

San Francisco, CA 94122

[wms.searchcommittee@gmail.com](mailto:wms.searchcommittee@gmail.com)