

## **VP/Director of School Development** (Preschool Programs)

### ***Highlights***

- *Company:* Professional organization with a powerful social mission: to become the national leader in private schools for students with autism and unique learning needs.
  - Founding team includes highly successful and award-winning national leaders in education, social entrepreneurship and business ([www.capitalschools.org](http://www.capitalschools.org))
- *Position:* VP/Director of School Development will join the founding leadership team
  - Key role will be developing new preschools for students with autism
  - Will work directly with company founder and CEO
  - Significant opportunities for growth, advancement and leadership

### ***Responsibilities***

- *School start-up:* anything/everything to get schools open (hiring, purchasing, etc.)
- *School development:* new preschools, programs and sites; institutional partnerships
- *Professional outreach:* outreach to local educational and professional community
- *Marketing & advertising:* to support admissions and student recruitment
- *Operations:* support/supervision of HR, IT, facilities design and maintenance, etc.
- *Finance:* budgeting, financial reporting

### ***Desired Qualifications***

- Experience managing school start-ups (e.g., new preschools or private schools)
- Experience with special education/autism/learning disabilities preferred
- 3-5+ years experience in preschools or early childhood organizations
- Clear passion for schools and commitment to career in education sector
- Demonstrated success in entrepreneurial activities and organizational leadership
- Excellent written and verbal communication skills
- Strong financial analysis and quantitative skills
- Strong multitasking abilities with attention to detail
- Proven ability to build relationships with wide variety of stakeholders (e.g., educators, private professionals, parents, elected officials and community leaders)
- MBA, Masters degree, or other advanced degree preferred

### ***Compensation and Benefits***

- Competitive salary based on experience
- Equity participation
- Full benefits, including health, dental, and retirement

### ***The Company***

Capital Schools, Inc. was formed in 2009 with a mission to become the nation's leading manager of private schools for children with autism and other specialized learning needs. As an organization, we are committed to the highest standards of program excellence and we seek to create national model programs. Programs established by our founder have received national recognition, honors and awards from a wide range of groups including *TIME* magazine, the U.S. Department of Education, The Washington Post, and others. Our first school, The Auburn School, opened in September 2009 and has quickly established a high quality reputation in the Washington D.C. area. We will be replicating The Auburn School model around the region and nationally. [www.theauburnschool.org](http://www.theauburnschool.org)

### ***Contact***

Please e-mail resume and cover letter to [jobs@capitalschools.org](mailto:jobs@capitalschools.org).