

**Executive Director — Listos Bilingual Early Childhood Center** Full-time · Rochester, MN |  
Salary: \$60,000–\$62,500/year

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**About Listos** Listos is a nonprofit bilingual (Spanish/English) early childhood program dedicated to providing high-quality education and care for children and families. We are seeking a passionate and experienced Executive Director to lead our mission-driven organization. This is a unique opportunity to shape the future of bilingual early learning while building lasting community partnerships.

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### **What You'll Do**

- Lead the organization: Set strategic direction with the Board; foster a culture of equity and collaboration
  - Ensure program quality: Maintain licensing, NAEYC, and Parent Aware standards; supervise the Program Director
  - Manage finances: Oversee budgeting, reporting, and reimbursement documentation for funders and state agencies
  - Drive fundraising: Lead grant writing, donor relations, and communications to grow organizational visibility
  - Support staff & families: Hire, develop, and retain staff; maintain open, responsive communication with families
  - Advocate in the community: Build partnerships and represent Listos in local, state, and national early childhood initiatives
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### **What We're Looking For**

- Meets MN licensing requirements for childcare center director and classroom teacher (bachelors degree or higher in education, social work, business, communications or related fields)
  - Bilingual fluency in Spanish and English (written and verbal)
  - Demonstrated experience supervising staff and leading teams
  - Knowledge of early childhood development, curriculum planning, and dual-language learning
  - Experience working with culturally diverse communities using equity-focused practices
  - Ability to manage multiple responsibilities in a fast-paced nonprofit environment
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### **Nice to Have**

Nonprofit leadership or management experience · Grant writing and fundraising skills ·  
Familiarity with Creative Curriculum, Teaching Strategies GOLD, or Conscious Discipline ·  
Experience with state or federally funded early childhood programs

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### **Additional Requirements**

Background check required. Annual in-service training includes CPR/First Aid and Food Manager certification. Role requires ability to lift up to 50 lbs and work directly with young children. In a small nonprofit, the ED may occasionally support classroom or center operations as needed.