



# nature forward

Connecting people and nature in the Capital Region

**Join a team that is nurturing the next generation of nature lovers and environmental stewards!** Nature Forward seeks a Preschool Director to lead our nature preschool where we offer a balanced mix of nature, nurture, and academic success. Our students learn kindness and cooperation, develop their imaginations, exercise curiosity, and build confidence, skills, and knowledge for the future and to protect our world. We nurture growth and exploration in all developmental domains, always using nature as a co-teacher. The successful candidate will be a strong leader experienced in emergent curriculum, social-emotional learning, and inclusion strategies for neurodivergent children. They will have the skills and acumen to recruit new families, guide a dynamic teaching team, and participate within the larger Nature Forward organization. Located at the beautiful, 40-acre Woodend Nature Sanctuary in Chevy Chase, MD, the Nature Forward work atmosphere is friendly and flexible.

**Job Title:** Preschool Director

**Salary Range:** \$62,000-\$70,000

**Standard Hours:** Full time during the 41 week school year. Half time during the 11 week summer.

**For best consideration apply by:** 4/26/26

**To Apply:** Send a **resume** and **cover letter** by email to [eeseach@natureforward.org](mailto:eeseach@natureforward.org) with the subject line "Application for Preschool Director"

**Position Summary:** The Preschool Director leads all aspects of the Nature Preschool program, including hiring, training, and supervising all preschool staff. The Preschool Director provides leadership for a high-quality program that enhances the mission of the organization and provides outreach to the community. The Preschool Director is responsible for the operations of the Nature Preschool, compliance with regulations, and communications with Nature Forward staff, enrolled, alumni, and prospective preschool families. The Preschool Director is responsible for the safety and well-being of all students, teachers, and volunteers.

## Essential Duties and Responsibilities

- Manage all aspects of nature preschool program.
- Lead creation and implementation of strategic plan goals for departmental activities with attention to opportunities for growth in outreach.

- Set curriculum standards for a high-quality preschool program.
- Create and monitor revenue positive departmental budget with attention to opportunities for growth in net revenue.
- Manage departmental staffing including hiring, training, supervision, and performance reviews.
- Order and organize supplies for programs within budget.
- Work with Office Manager to manage program registration.
- Collaborate with the Communications Department to effectively promote programs and increase enrollment.
- Communicate professionally with parents, volunteers and other clients, model top-level customer service, and champion Nature Forward membership in the wider community.
- Lead tours for potential families.
- Ensure health and safety protocols are followed for all programs.
- Address preschool licensing requirements, including inspection visits.
- Actively participate in all fundraising activities related to the department including grant proposals and reporting and cultivation of individual donors.
- Serve as department spokesperson, regularly updating stakeholders on activities (staff, Board, funders, members, volunteers, program participants) on noteworthy information.
- Create and manage strategic partnerships.

### **Qualifications/Requirements**

- 5+ years as a preschool teacher and/or administrator
- BS in education or related field
- All State of Maryland requirements for a Preschool Director
- 90 Hour Course Early Childhood Education teaching certificate
- Strong organizational skills
- Ability to create innovative strategies and programs without existing models
- Ability to establish, manage and complete multiple projects on time and on budget.
- Strong interpersonal skills and the ability to effectively build strong relationships both internally and externally
- Excellent verbal and written (including electronic) communication skills
- Dynamic leader with an entrepreneurial spirit
- Ability to work both independently and as a team player
- Good judgment, honesty, and integrity
- Sense of humor, candor and flexibility
- First Aid/CPR certification

### **Physical Requirements**

- Ability to lift up to 40 pounds
- Ability to climb stairs to access offices

- Ability to hike on uneven terrain
- Ability to explore the outdoors in all types of weather, year-round

**Benefits**

- Health care
- Life insurance
- Accidental death & dismemberment insurance
- Long-term disability insurance
- Medical & dependent care flexible spending accounts
- 403(b) retirement plan
- Approximately 15 organizational holidays annually
- Vacation and sick leave based on length of service
- For full details, refer to Employee Handbook, Chapter 4, Benefits and Insurance Coverage.

**Department:** Environmental Education

**Supervisor:** Director of Education

**Location:** Woodend

**FLSA Status:** Exempt

**Disclaimer:** This job description is not a comprehensive listing of activities or responsibilities.