



PRESIDENT & CHIEF EXECUTIVE OFFICER

Mission & Values

For over a century, Federation Early Learning Services ("FELS") has been providing excellence in early childhood education ("ECE") for families from diverse backgrounds throughout the Greater Philadelphia area, Montgomery County, and Delaware County.

Built on a foundation of Jewish values and traditions, FELS is a recognized leader in ECE and actively works to help families access affordable childcare, provide innovative programs for children, and offer consultation services to the early childhood community.

At FELS, we believe:

- Every child should feel loved and capable.
- Every Center should be a safe and inviting place.
- Every child should be given opportunities to develop to the best of their ability.
- Every child should feel proud of their ethnic, religious and cultural heritage.
- Every child should learn to respect diversity and honor differences.
- Every parent is our partner.
- Every teacher should be qualified to provide a high-quality early childhood curriculum.





Faculty & Staff

At FELS, we are exceedingly proud of our staff. Lead Teachers typically have a Bachelor's degree in Early Childhood Education and we encourage our teachers to participate in professional development programs so that they may continue to stay informed on current trends and the latest research in early childhood education. Our teachers, administrators, and staff believe in our mission, love our children, and enjoy their

work environment. *Many of our staff members have been with us more than a decade.*

Our teachers understand the significant impact they can have on a child's development during the first few years of life. When staff are happy at school, the children are happy at school. When staff are experts at their jobs, the children are engaged and eager to learn. When staff are warm and welcoming, children and parents feel like their FELS' Center is a "home away from home."

Accreditation & Awards

FELS operates state-licensed and NAEYC (nationally accredited) Centers that rank in the top six percent (6%) of early education programs in the nation. All five centers have also received the Commonwealth of Pennsylvania's highest attainable endorsement (STAR 4) through their achievements in the Keystone Stars Quality Initiative Program.



Our History

For over a century, FELS has been a leader in providing high-quality, affordable childcare and innovative programs.

During this more than one hundred years, FELS has remained steadfast in its goal to provide the best foundation to the children and support for the families we serve. FELS truly lives its motto of *providing the best of everything, from the beginning.*



Early Learning Centers

FELS operates five centers throughout the Delaware Valley:

[Kehillah Early Learning Center](#)

[K'tonton Early Learning Center](#)

[Gutman Early Learning Center](#)

[Paley Early Learning Center](#)

[Lassin Early Learning Center](#)

Our Offerings



Creative Curriculum

FELS Centers use the *Creative Curriculum* as the framework for programming. This curriculum is approved by the PA Early Learning Standards and provides developmentally appropriate assessments and training materials, allowing our teachers the flexibility to develop programs based on the children's

interests. This comprehensive and research-based curriculum follows children's interests as they work together to explore, investigate, and make discoveries about the world around them.

Enrichment Activities

Children participate in activities including music, yoga, and soccer, while groups such as Zoo on Wheels and Puppets Pizzazz frequently visit our Centers. Our children also enjoy field trips to local museums, farms, and other fun and educational venues where they can learn and grow.



Fun and Play Outdoors

Our playground areas have the equipment and space needed to help children exercise, use their imaginations, and get the fresh air that is vital to their growth. They love climbing, sliding, and riding bikes as they have fun with their friends.



The Opportunity

Overview

The FELS' Board of Directors seeks the Organization's next President & Chief Executive Officer. Serving in partnership with a committed and engaged Board, the President & CEO is responsible for the success of the Organization and should be similarly committed to its mission and vision.

Reporting directly to the Chair of the Board of Directors, the President & CEO is responsible for the management and day-to-day operations of FELS and has the authority to carry out these responsibilities in accordance with the direction and policies established by the Board. The President & CEO provides leadership and vision for the effective management, growth, and profitability of the Organization as a non-profit, enabling the Board to conduct its governance functions.

Essential Duties and Responsibilities

The President & CEO will have responsibility for the following:

Mission, Policy, Planning, and Team Leadership

- Develop and encourage high standards of professional practice and oversee the planning, implementation, and evaluation of the Organization's programs, policies, and services;
- Ensure that all of FELS' policies and procedures are up-to-date and easily accessible, as well as provide overall direction for the implementation of the Strategic Plan and new business ventures;
- Keep informed of developments in early childhood education and be alert to changing community needs;
- Hire the Senior Team and implement a performance management process for all employees that includes ongoing monitoring of the performance of supervisors;
- Provide opportunities for staff to participate in the formulation of the Organization's policies and procedures and for ongoing staff development opportunities; and
- Initiate and develop effective, successful working relationships with staff, parents, the FELS Board and with other community and professional organizations, including the Department of Human Services/Office of Child Development and Early Learning.

Governance

- Partner with the Chair of the Board of Directors to enable the Board to fulfill its governance functions and facilitate optimum performance by the Board, its Committees, and its individual members;
- Assist the Board in sustaining the Organization's values, mission, and vision, as well as determining its long- and short-term goals;
- Act as an advisor to the Board and ensure that the Directors are fully informed of operations, the condition of the Organization, and the important factors influencing FELS, so that the Board can effectively deliver on its policymaking responsibilities;
- Assist the Board by monitoring FELS' relevancy to the community, effectiveness, and results; and
- Identify challenges and opportunities and share them with appropriate Board officers and/or Committees and facilitate open and frequent discussion and deliberation.

Financial Stewardship

- Oversee the financial viability of the Organization, ensure that programs operate within established budget parameters, and actively participate in developing current and long-term revenue streams;
- Support the Vice President/CFO and the Board Operations Committee in preparing, presenting, and interpreting the budget to the Board; in the event that circumstances cause the budget to be exceeded, implement cost reduction strategies or ensure increased funding from other sources; and
- Inform the Operations Committee of any public policies that may affect funding for childcare and ensure that fraud awareness and prevention practices are effectively implemented.

Marketing and Development

- Provide leadership for the Organization's public relations, marketing, and fundraising/development programs;
- Cultivate ongoing sources of public and private funding and seek out new and creative funding sources; and
- Serve as the chief spokesperson for FELS, assuring positive representation to the external community to support enrollment growth and to enhance the Organization's strong reputation.

Community and Government Relations

- Interpret and publicize FELS' programs and services to increase community understanding and awareness of the Organization and early childhood issues;
- Manage relationships with key stakeholders, including donors, government agencies, and community organizations;
- Advocate for public policies that support the development of high-quality, affordable, and accessible childcare; and
- Participate in local, regional, and national organizations relevant to childcare and early childhood education.

Required Attributes and Qualifications

Core competencies for the President & CEO include:

- Highly focused on collaboration and teamwork;
- Keen sense of planning and organizing;
- Great understanding of the importance and need for customer focus;
- Thoughtfully decisive and well-honed judgment; and
- Demonstrated ability to achieve results

In addition, the following qualifications are essential for the next President & CEO:

- Master's degree in a relevant field (e.g., Early Childhood Education, Human Services Administration, Business Administration, or equivalent);
- At least six years of experience in administration, supervision, program development, budgeting, fundraising, and grants administration;
- Experience in non-profit leadership and administration, ideally in an environment focused on early childhood education;
- Exceptional leadership skills, with the ability to inspire, mentor, and develop a diverse team of early childhood education professionals;
- A collaborative mindset, with excellent communication and interpersonal skills to engage stakeholders, build internal and external partnerships, and foster positive change;
- A successful track record of leading and managing a mid-sized organization, ensuring systems are high-functioning and accurate;
- Ability to travel to support FELS locally, regionally, and nationally; and
- Automobile, valid driver's license, and automobile insurance

Applications and Nominations

AGB Search is assisting FELS with this search. For full consideration, application materials should be in PDF format and submitted through the AGB Search portal at [FELS-President Application Portal](#) by October 24, 2025.

Candidates are requested to submit the following:

- A letter of interest addressing the strategic objectives and qualifications identified in this profile;
- A current professional résumé or curriculum vitae; and
- The contact information (email and phone) for five professional references, including their relationship to the candidate. *References will not be contacted without prior authorization from the candidate.*

Confidential nominations, expressions of interest, and questions regarding the application process should be directed to: FELS-President@agbsearch.com or the AGB Search consultants listed below.

Melissa K. Trotta, Ed.D.

Associate Managing Principal & Senior Vice President

melissa.trotta@agbsearch.com

202.380.8927

Matthew J. Kilcoyne

Principal

matt.kilcoyne@agbsearch.com

202.253.9846

FELS provides equal employment opportunities to all qualified individuals without regard to race, creed, color, gender, age, national origin, ancestry, religion, physical or mental disability, veteran's status, affectional or sexual orientation, gender identity, genetic information, marital status, familial status, domestic or sexual violence victim status, or other classification as required by applicable law.

**AGB
SEARCH**

Advancing Higher Education Leadership