

**Job Vacancy Announcement**  
for  
**Publication on the Early Childhood Project Job Board**



**Job Information**

Job Title: Executive Director  
Program Name: Toby's House Crisis Nursery  
Location of Job: Great Falls, MT  
Hours/week: 40  
Wage/Salary: \$60,000-\$64,400 annual salary

**Job Description:**

The Executive Director is responsible for the overall administration and management of Toby's House Crisis Nursery, Inc., including service programs, fundraising, and business operations. Areas of responsibility include planning and evaluation, policy development and administration, personnel and fiscal management, public and donor relations, and is ultimately responsible for ensuring quality

**Job Requirements**

**Education:**

A bachelor's degree or higher in any field required, preferably in child development, social work, public health, nursing or related fields. A combination of education and experience may be considered.

**Experience:**

Childcare setting experience, Early Childhood Project Practitioner Level of 4, or level plus experience: level 3 plus two years, or level 2 plus three years

Other Requirements: Must be 18+, Pass Background/drug screenings, MT Driver's License

**Application Requirements**

**Application Requirements:**

Please submit a cover letter and resume; Job post with more extensive description is also on Montana Nonprofit Association and Linked. Not sure if you qualify? Let us decide-apply and we will consider all applicants thoroughly!

Application Deadline: August 8, 2024

Contact Name: Keegan Flaherty

Contact Phone: \_\_\_\_\_

Contact Email: keegan@flahertyconsult.com

**The Job Board is provided for informational purposes only. The Early Childhood Project does not endorse any particular ECE organization or guarantee job placement.**

**\*Please send completed form to [ecp@montana.edu](mailto:ecp@montana.edu)**