



**Confluence Early  
Childhood  
Development Service  
District**

# **EXECUTIVE DIRECTOR**

**Position Profile**



## Organizational Overview

The Confluence Early Childhood Development Service District (CECDSD) was established in November 2025 by the voters in Garfield, Eagle, and Pitkin Counties, Colorado, to fund early childhood development services through the collection of a 0.25% sales and use tax. As the first district of its kind, CECDSD is designed to transform access to early childhood education (ECE) by strengthening systems, expanding childcare capacity, and supporting families and providers across the region.

This is a rare opportunity to build an organization from the ground up – shaping strategy, infrastructure, and long-term impact. The District is positioned to become a model across Colorado and beyond for how communities can invest in early childhood systems to support economic vitality and family well-being.



## Position Summary

The Executive Director will serve as the founding leader of the District, responsible for building the organization's strategy, operations, and community impact from inception. Reporting to the Board of Directors, this individual will balance visionary leadership with hands-on execution—creating systems, managing funding, and building trusted relationships across a diverse regional landscape.

This role offers the chance to drive meaningful, lasting impact for children, families, and providers while establishing a best-in-class model for early childhood system development.





## KEY RESPONSIBILITIES

### Organizational Leadership & Strategy

- Partner with the Board to develop and implement a strategic plan and service delivery model
- Build the foundational infrastructure, policies, and processes for a new public entity
- Lead needs assessments and establish clear priorities, timelines, and performance measures
- Prepare and manage the District's annual budget (~\$10M)

### Program Development & Implementation

- Design and oversee equitable grantmaking systems for childcare providers
- Develop and implement a tuition assistance/subsidy program (launching by 2027)
- Create strategies to support diverse care models, including family, friend, and neighbor (FFN) care
- Ensure effective execution of the District's service plan

### Community Engagement & Partnerships

- Build strong relationships with early childhood providers, community organizations, municipalities, and regional stakeholders
- Serve as a visible and active presence in the community
- Engage families and providers to gather input and share updates
- Navigate complex and sometimes sensitive community dynamics with diplomacy and transparency

## Board Relations

- Serve as a trusted partner and advisor to the Board of Directors
- Provide regular updates, insights, and recommendations
- Support governance, planning, and decision-making processes

## Operations & Team Building

- Develop and execute a staffing strategy; hire and lead future team members
- Establish core functions including finance, HR, communications, and technology
- Ensure strong organizational management and accountability

## THE IDEAL CANDIDATE

### Experience & Background

- 10–15+ years of progressive leadership experience
- 2–3+ years in an executive-level role (Executive Director, CEO, COO, or similar)
- Bachelor's degree required or equivalent degree
- Master's degree in education, business, public administration or related field or equivalent experience preferred
- Experience in early childhood education, public sector, nonprofit, or related systems preferred
- Proven success building programs, organizations, or initiatives from the ground up

### Skills & Competencies

- Strong strategic thinking paired with hands-on execution ability
- Experience managing budgets and complex systems
- Demonstrated success in community engagement and partnership building
- Excellent communication and public speaking skills
- High level of organizational and operational leadership across multiple functions
- Ability to navigate ambiguity and build structure where none exists

# THE IDEAL CANDIDATE

## Leadership Style

- Entrepreneurial, self-starter mindset
- Collaborative, curious, and mission-driven
- Commitment to equity and long-term impact
- Flexible and adaptable in a dynamic environment
- Low ego, high accountability

## Cultural Competence

- Deep appreciation for and experience working in diverse, bicultural communities
- Spanish/English bilingual skills are strongly preferred
- Demonstrated commitment to inclusive and equitable practices



## Location & Travel

This role is based in the Garfield, Eagle, and Pitkin County region. While there is not yet a central office, the Executive Director is expected to work closely with Board members and maintain a strong in-person presence throughout the community. Regional travel is required.

## Compensation

- \$170,000-\$220,000
- Performance-based bonuses are available based on metrics agreed upon by the board and the successful candidate.

## Benefits

The Confluence Early Childhood Development Service District offers a flexible and competitive total rewards package designed to support the well-being, mobility, and long-term success of its founding Executive Director. This includes a healthcare stipend that allows for selection of medical, dental, and vision coverage that best fits individual or family needs, along with a retirement benefit to support long-term financial security (details to be determined during the hiring process). To ease the transition into the region, the District provides relocation assistance to ensure strong community integration across Garfield, Eagle, and Pitkin Counties. The role also includes support for continuing education and professional development through conferences, training, and memberships, as well as a PTO and sick leave policy to promote work-life balance. Given the geographic scope of the position, transportation reimbursement will be provided.





## Why Consider the Opportunity?

- Founding leadership opportunity with significant autonomy and influence
- Ability to shape a first-of-its-kind district with statewide and national visibility
- Direct impact on children, families, and economic sustainability in the region
- Collaborative, passionate, and mission-driven Board of Directors
- Opportunity to build a legacy organization from the ground up

## What would entice someone to want to live and work in the Garfield/Eagle/Pitkin county area?

- There is something special about being able to take a hike, enjoy a quick bike ride, or simply sit by the river during your lunch break. There are countless opportunities to explore within a one to one-and-a-half-hour drive.
- The region is made up of welcoming, diverse communities, with many residents having relocated from elsewhere and creating an inclusive environment for those who take the initiative to connect. People are genuine and community-minded, with a strong commitment to caring for the land and one another.
- While each town offers a charming small-town feel, there is a wide range of activities, cultural experiences, and opportunities available across the broader region, including a vibrant and growing arts and music scene. Residents also enjoy year-round outdoor recreation such as mountain biking, hiking, rafting, and snow sports. Each community brings its own distinct character, contributing to the overall appeal of the region.

# HOW TO APPLY

To be considered for this incredible opportunity, applicants should send their resumes and cover letters to:

**Nicole Gruenhaupt**

Practice Leader  
(602) 899-9294

[ngruenhaupt@duffygroup.com](mailto:ngruenhaupt@duffygroup.com)

Application Deadline: This posting will remain open until finalists are identified or the position is filled.

Presentation of candidate slate to the Board targeted for the end of May/beginning of June. Applicants are encouraged to apply early, as Duffy Group's screening process must be facilitated prior to slate presentation.

Anticipated start date for the selected candidate is July 1-15.

