

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



Job Information

Job Title: Childcare Center Executive Director
Program Name: The Sunshine Academy Inc
Location of Job: 6643 Hwy 312, Billings, MT 59105
Hours/week: 40
Wage/Salary: \$50,000-55,000/year

Job Description:

We're hiring an Executive Director to lead our early childhood center located on HWY 312 in Billings, Montana.
This is a senior leadership role for an experienced early childhood professional who wants real authority, clear expectations, and the chance to lead a quality program without big-city bureaucracy.
About the Role
The Executive Director leads operations, people, and performance at the center. This is not a classroom or caretaker position — it's a leadership role for someone who understands that excellent childcare is built on strong systems, capable staff, and sound business practices.
You'll work within established policies and systems, with the authority to make day-to-day operational and personnel decisions.
What You'll Own

Job Requirements

Education:

Bachelor's degree preferred, or equivalent leadership experience

Experience:

Leadership: 3 years (Required)
3+ years of leadership experience in early childhood education or a comparable operational leadership role
Demonstrated experience managing teams, schedules, and center operations
Working knowledge of budgeting, labor management, and financial reporting

Other Requirements: Eligible for Montana ECP Practitioner Registry Level 3+ (Level 4 preferred)

Application Requirements

Application Requirements:

Apply online <https://sunshineacad.bamboohr.com/careers/91>

Application Deadline: June 19, 2026

Contact Name: Rachel Huckfeldt

Contact Phone: _____

Contact Email: Rachel.Huckfeldt@sunshineacad.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**