

# Position: Academy Director

**Primary Supervisor:** Executive Pastor of Strategic Development

**Job Location:** Academy Offices **Position Type:** Full-time, Exempt



**Summary of Position:** This position is responsible for overseeing all aspects of The Academy at Biltmore Church. The Director of The Academy at Biltmore Church provides visionary, operational, and spiritual leadership to a fully licensed Christian child care center. This role ensures that the Academy operates with excellence in ministry, state compliance, staffing, parent partnership, and fiscal stewardship. The Director is responsible for cultivating a Christ-centered environment that supports children, families, and staff while advancing the mission of Biltmore Church.

## Essential Qualities and Qualifications:

- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, mission, and values of Biltmore Church
- An expressed passion and calling for serving Jesus in a Kingdom-minded, fast-paced, local church setting
- Demonstrates initiative with an ability to work effectively apart from close supervision
- Proficient in computer skills, including Microsoft Word, Excel, Outlook, and Google Drive
- Excellent grammar, spelling, and vocabulary needed, and experience in managing budget
- Proactive and effective communicator in person, on the phone, and by email/text
- Ability to maintain confidentiality of sensitive and/or proprietary information
- Highly organized and detail-oriented
- This position requires full-time, on-site presence. Remote work is not permitted
- Bachelor degree in a related field or a minimum of 3-5 years experience is preferred

## Essential Responsibilities:

- **Embrace the role of primary leader responsible for the Academy's success:**
  - Take ownership of the Academy's culture, reputation, and outcomes.
  - Serve as the point person and take responsibility and action as needed for every day-to-day aspect to support The Academy, including stepping in during unplanned hours to safely support uninterrupted care, smooth operations, and ensure the center remains open.
  - Make proactive decisions that reflect a deep commitment to children, families, staff, and the church.
  - Maintain a posture of humility, excellence, and accountability in all areas of leadership.
- **Enrollment & Family Engagement**
  - Oversee the full enrollment process to ensure maximum capacity is balanced with quality care.
  - Collaborate with staff to ensure timely and accurate communication with prospective and enrolled families.
  - Partner with families to support long-term engagement and satisfaction with the Academy.
- **Staff Oversight & Development**
  - Directly supervise the Staffing and Compliance Director to ensure:
    - Adequate staffing levels are maintained across all classrooms.
    - All onboarding, background checks, and orientation processes are in compliance with state regulations and Biltmore Church standards.
    - Staff are progressing toward certifications and professional development goals.
    - State and church policies are consistently upheld with excellence.
    - Maintaining all licensing requirements in accordance with North Carolina state child care regulations.
    - The physical environment, programming, and staff interactions reflect the highest standards of health, safety, and educational best practices.
  - Lead and support the full administrative team to:
    - Maintain clear communication, accountability, and collaboration across all team members..
    - Identify growth opportunities and encourage leadership development.
- **Financial Oversight**
  - Manage the Academy's annual budget, including compensation, in collaboration with church leadership.
  - Work with supervisor to ensure that P&L reports are reviewed and the Academy stays self-sufficient and profitable.
- **Additional Responsibilities**
  - Demonstrate flexibility and servant leadership by assisting with other tasks or special projects as assigned to support the overall health and mission of the Academy.
  - Foster strong alignment between The Academy and the broader mission of Biltmore Church through regular collaboration with ministry leaders.
  - Serve as the overseer for escalated staff-related concerns, providing guidance on personnel matters, conflict resolution, and general inquiries.
  - Work with the Academy Advisory Team to ensure that parent and staff concerns or disputes are addressed in a clear, fair, and mission-aligned manner.