



Position Announcement

Executive Director

Hutch Kids is recruiting an Executive Director to lead the Center in an exciting period of growth and development.

Located on site at the Fred Hutch Cancer Research Center in the vibrant South Lake Union neighborhood, Hutch Kids offers a high-quality, developmentally appropriate child care program that includes a committed staff, a child-centered collaborative teaching model, numerous enrichment programs, and a low student-to-teacher ratio.

At Hutch Kids we embrace the concept of a “community of learners” and promote respect and collaboration between families, teachers, and school leadership as the foundation for our program.

We seek an exceptional leader who has both experience and a deep commitment to early learning, is a skilled communicator and staff leader, and is eager to work in partnership with the Board and the leadership team to realize our ambitious strategic goals.

The successful candidate will be excited to meet the challenge of enhancing and growing this excellent school to serve the next generation of Hutch Kids and their families.

Posting Date: April 15, 2026
Closing Date: May 11, 2026

About Hutch Kids

Hutch Kids Child Care Center was established in 1990 by Fred Hutch to provide quality on-site childcare for the children of employees. In 2009, Hutch Kids began welcoming families from the community as well. Hutch Kids is located on the Fred Hutch campus, but is administered and operates as a separate 501(c)(3) nonprofit corporation with a Board of Directors comprised of parents and community members. Hutch Kids is currently licensed for 123 children aged 6 weeks to 5 years, and has a staff of over 50, with an annual budget of around 2 million a year. We are accredited by the National Association for the Education of Young Children (NAEYC) and receive a 3+ rating through Early Achievers.

Our Vision

Hutch Kids Child Care aspires to be a community of learners where children, their families and educators work in concert with one another. This partnership creates a trusting, nurturing and reciprocally supportive environment where joy, play and learning are celebrated. We strive to create a climate of confidence for a child to experience a sense

of dignity, self-worth for themselves and their family, and to feel successful in their learning and development.

Our Mission

To provide research and relationship-based early childhood care and education in support of our non-profit partners on or near their sites of operation in the Lake Union area.



Our Strategic Vision

Three Strategic Pillars

Hutch Kids has established three strategic pillars

Best-In-Class Early Learning and Employment Model

We are committed to hiring, developing and retaining the best early learning professionals for the delivery of highest quality early learning experiences to our children and their families. We will invest in the training and support of our staff to ensure they have the skills, background, experience and tools that will allow them to excel. We will work to continue to create a great work environment for our staff.

Sustainable and Thoughtful Growth through Strategic Partnerships and Community Stewardship

We are committed to continuing to develop new working partnerships with FHCRC and other partners on the Fred Hutch campus. Hutch Kids will work to create an extraordinary quality learning center for all children whose parents are employees of Fred Hutch, SCCA, UW, and our community.

Purpose-Driven Fundraising

Develop a clear centered fundraising plan that reflects Fred Hutch's shared values that centers purpose, to engage supporters on a deeper level, foster long-term relationships, and ensure that every contribution feels impactful and intentional. Ensure the plan communicates our purpose for fundraising to increase funding that is aligned with our commitment to equity and access.

Philosophy

The Hutch Kids early learning program focuses on individuality and uniqueness of each child. The curriculum encourages self-confidence, spontaneity, curiosity, and self-discipline, which assist in the development of the child's social and emotional growth and well-being. Activities are planned to promote growth and development in all domains: cognitive, physical, social and emotional. Routines and expectations are established to create a climate of confidence for the child's present and future efforts. The child is seen in the context of their family, their community, and their culture in order to foster their sense of dignity and self-worth.

The Role of the Executive Director

The Executive Director is responsible for the strategic leadership as well as the operations and the administration of the organization. Working in collaboration with the Board of Directors, and the Staff leadership team, which includes an Assistant Director and Curriculum Coordinator, the Executive Director is responsible for realizing the short- and long-term goals described in the Hutch Kids' Strategic Plan which is currently under construction. The Executive Director works with Board leadership to ensure that Hutch Kids operates as a financially sound business with strong administration, compliance and operations practices.

Specific responsibilities of the Executive Director include

- Ensure that children receive the highest quality care available. Maintain care and education standards that meet or exceed all Department of Children, Youth and Families (DCYF), NAEYC and other state guidelines. Manage process for ongoing certification and compliance with accreditation, early achievers rating and licensing.
- Foster a culture and environment that provides on-going and sustained professional development and growth for teachers and staff. Lead efforts in recruiting, hiring, supervising, and motivating a culturally diverse, well-trained and engaged staff. Ensure staff have clear performance measurements and are rewarded fairly for their work.
- Manage relationships and communication with current and prospective families.
- Provide integrated support and resources for Hutch Kids families, as well as Identify and implement opportunities of educational enrichment for children and their families.
- Develop the annual budget for Hutch Kids, and design regular reporting tools that help the Board and leadership team manage our business. Ensure the organization operates efficiently within our budget.
- Ensure a strong administrative infrastructure (HR, IT/Technology, Finance, and Legal/Compliance) that supports current operations and positions Hutch Kids for long term growth and stability.
- In partnership with the Board, participate in discussions and negotiations with FHCRC through our contracting process, representing Hutch Kids and our community. Manage contract compliance and maintain positive and proactive relationships with key contacts and partners at FHCRC.
- Proactively and professionally communicate to all key stakeholders. Transparently share information with families, key members of our community, and teachers and staff.
- Work in partnership with Board leadership to develop shared objectives, facilitate meetings and support the governance for the organization.



Our Ideal Candidate

Hutch Kids is looking for a unique leader who demonstrates a genuine commitment to children's early education and shares our values and enthusiasm.

Specifically, we are seeking an individual with **seven or more years of relevant leadership experience**, with a focus on early childhood/child development or education. Experience should include **managing a complex organizational structure and budgets of \$2 – 5 million**. Ideally s/he will have prior experience in the classroom, as well as experience with a large child care center or early education organization, and background working with national and state accreditation and licensing processes. **A Master's degree is required**, preferably in early childhood education, public or business administration.



Successful candidates will be **excellent communicators who have the ability to listen and communicate effectively with a variety of audiences**: parents, staff, Board and community partners. The desire and ability to develop strong and trusted relationships with each of these audiences to build long term partnerships for Hutch Kids is key. S/he will have **experience effectively hiring, supporting, and managing staff and providing opportunities to foster professional development and growth**. Demonstrated success at working in partnership with an independent board of directors to achieve goals.



As the leader of a 50+ staff member organization, an **aptitude for delegation and prioritization of duties** to appropriate administrative/management staff, with a clear understanding of risk and impact, will be a key to success. Strong candidates will have good computer skills and the **ability to effectively review, analyze, and present business and financial information** to help the organization make the best decisions. Successful fundraising experience, including grants and other funding opportunities, is preferred.



Compensation and Benefits

This is a full-time exempt position that reports to the Board of Directors and requires a willingness to work some evenings and weekends. The expected salary range is between \$120,000 - \$145,000, depending on experience and skills.

Hutch Kids offers a generous benefits package including medical (Hutch Kids covers 100% of the base plan premium with a buy up option for the employee only), dental, and vision insurance, and 13 days of vacation with longevity accrual increases, 6 days of sick leave, and 13 paid holidays. Employees are eligible to participate in the 401(k) plan with 2% employer match after one year of employment. Additional benefits include: basic life insurance and AD&D, long-term disability, partially subsidized parking or fully subsidized ORCA card and an employee assistant program.

The Hutch Kids facility is located on the campus of Fred Hutch, in the heart of the South Lake Union neighborhood of Seattle in the beautiful Pacific Northwest. It is centrally located and close to transit.

To Apply

[Submit Your Resume and Cover Letter to HutchED@hutchkids.org](mailto:HutchED@hutchkids.org)

In your cover letter, please describe your interest in our mission and how your skills and experience are a fit with the goals for the position as described in this announcement.

Posting Date: April 15, 2026

[Applications will be accepted through May 11, 2026](#)

Consideration will be given to applications as soon as they are received, and interviewing will begin in mid-June. We encourage early applications. All applications will be acknowledged via an email receipt and will be held confidentially within the hiring committee.

Questions regarding this opportunity can be directed to Deeann Puffert, Interim Executive Director.

Email: dpuffert@hutchkids.org **Phone:** [206.234.2012](tel:206.234.2012)