



**POSITION: Chief Program Officer**

**REPORTS TO: Chief Executive Officer**

**AGENCY SUMMARY:**

**Child Care Resources (CCR)** has been at the forefront of the early learning landscape for 30 years ensuring that all children have equitable access to safe, engaging, and positive early learning experiences that promote school readiness and lifetime success. With a staff of 120, four locations in King and Pierce Counties, and a budget of \$13 million, CCR provides a broad array of services for families and child care providers so that they in turn can support the development and well-being of our children. At CCR we know that thriving communities start with our children.

Learn more about Child Care Resources [here](#).

**THE OPPORTUNITY:**

Reporting to the CEO, the Chief Program Officer (CPO) leads and oversees the implementation of the strategic plan. They are a thought partner to the CEO to identify, assess, and develop Provider and Family Service programs ensuring the delivery of high level, quality, and impactful programs in service to CCR's missional commitment to our youngest learners and anti-racism.

The ideal candidate will have a deep passion for social justice and equity for all children, leadership, and relationship-building skills, and strengths in cultural responsiveness, strategic planning and communication, problem-solving, and team development. The individual will have a history of collaborating with diverse groups of internal and external stakeholders to develop impactful partnerships and achieve ambitious outcomes. Additionally, successful candidates will be highly organized with proven business acumen and bring experience leading significant programs in a social services or educational services organization, especially through times of change. They will be energized by building relationships and enlisting supporters for CCR's mission.

The CPO has three direct reports (Director of Family Services, Director of Provider Services, and Manager of Quality Assurance). On a broader scale, this position will support two dynamic departments with approximately 100 staff.

They are a member of the Directors/Executive team and attend Board meetings, providing key program perspective, and participate in program decisions at the executive level.

**NATURE AND SCOPE:**

The CPO is a member of the agency leadership teams and reports directly to the CEO.

**AREAS OF RESPONSIBILITY:**

**Program Strategy and Management:**

- Serve as a thought partner to CEO and strategic planning committee on future priorities, programs, and opportunities for impact.
- Establish strategic program priorities for all programs and services offered by CCR. Engage and align program staff toward common quality goals and objectives.

- Implement and lead a continuous quality improvement process throughout the program teams, focusing on systems and process improvement, program outcomes, and program evaluation.
- Ensure accountability to all program grant compliance requirements with key funders and partners. Manage continual dialogue and effective reporting with external agencies.
- Assist the CEO in staffing Board committees, as needed. Attend CCR board meetings as a program leader.
- A leader in CCR's racial equity and anti-racism work. Continue historical momentum, seeking ways to increase CCR's efficacy and impact as a leader in racial equity and anti-racism work in the early learning sector.

#### **Community Engagement and Partnership Development:**

- Represent CCR as a trusted resource that informs childcare and early childhood education issues.
- Represent CCR in the early learning community on program-related issues with community partners, funders, or within the CCR&R network in Washington State.
- In partnership with Chief External Affairs Officer (CEAO), create opportunities to forge strategic partnerships with other providers, funders, and agencies through identifying service gaps and designing effective, viable solutions for communities.
- Identify and cultivate key relationships and work collaboratively with others to promote improved outcomes for young children and their families.

#### **Team Management and Leadership:**

- Serve as an active member of the Executive and Leadership teams.
- Develop a collaborative, team-based environment that inspires and aligns staff to work toward vision and goals by clearly communicating agency vision, implementing yearly staff development plans, and mentoring.
- Establish annual program, departmental and staff goals and objectives, and track results against these goals as well as accountability protocols.
- Deploy resources efficiently and effectively toward organizational goals, working with staff to balance workload and effort, and provide regular feedback so that key staff can continuously improve their supervision and mentoring skills.
- Set priorities decisively, delegate responsibilities, assure accountability, and allocate resources to ensure results.
- Build effective recruiting processes and programs that ensure that CCR hires and retains qualified and diverse candidates for each role.
- Work in partnership with the Chief Administrative Officer to ensure staff have the appropriate technology to support their program needs.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Candidates will be evaluated on the full range of their lived and learned experience, professional background, volunteer experience, and direct and transferable skills. CCR is seeking candidates with a compelling combination of demonstrated experience and skills in some, or all, of the following areas:

- 10+ years of progressive leadership experience in a nonprofit or community-based organization. Ideal background leading a complex set of programs and services in early learning, youth services, social services, or educational programs.
- Demonstrated commitment to anti-racism through approach, action, and individual reflection.
- Experience and success at building sustainable and effective partnerships with government agencies, funders, other nonprofit partners, and community organizations toward common goals, and objectives.
- Experience and success in building long-range plans and associated strategies that position an organization for growth.
- Demonstrated effectiveness as a team builder, coach, and mentor with an ability to energize and engage staff.

- Proven Business Acumen. Solid background in fiscal management, including budgeting, forecasting, revenue generation, and reporting. Fluent understanding of financial management and federal, state, and local compliance practices for nonprofits. An ability to understand financial reports, apply data to assess business effectiveness and efficiency, and make fiscally responsible decisions.
- Experience inspiring and influencing nonprofit boards.
- Comfort with public speaking and presentations.
- Politically astute and tactful; attentive to the perspectives and competing interests of various internal and external stakeholders.

#### **LEADERSHIP COMPETENCIES:**

##### **Decision Making:**

- Make needed decisions in a timely manner even when information is limited or unclear.
- Honor and publicly champion agency and team decisions.
- Proactively seek input from the team and other related stakeholders.
- Consider both the long-term strategic direction and short-term outcomes of decisions.
- Draw upon data, best practices, or specific job expertise to make timely decisions.

##### **Develops and Motivates Others:**

- Evaluate staffs needs and engage equitable approaches to motivate and develop individual team members. Reinforce strengths, promote confidence, and progressive growth.
- Analyze the staff's level of proficiency in work performance and cultivate relationships that result in individualized development opportunities that challenge and encourage staff and builds organizational capability and/or capacity.
- Use a range of tools and tactics to help the staff of varying abilities grow.
- Utilize reflective practice to support staff in assessing their thoughts and actions for personal learning and development.

##### **Continuous Improvement Minded:**

- Generate creative or innovative solutions in support of CCR mission and goals.
- Challenge the status quo intentionally and constructively.
- Able to generate excitement and support for new possibilities.
- Suggest and implement solutions based upon evidence and best practice.
- Innovative and pragmatic. Weigh limitations like resources and staff when considering visionary ideas.

#### **COMPENSATION AND BENEFITS:**

This is a full-time salaried position requiring a willingness to work some evenings and weekends. The salary range is between **\$105,000 - \$128,000**, depending on qualifications and experience.

CCR's benefits package includes employer-paid top tier medical, dental and vision insurance plans for employees, 21 days of PTO per year in addition to 9 paid holidays and week-long office closure at year-end, flexible work environment, employer-paid life insurance, short-term disability/illness leave accrual, and 401k with 3% employer match.

#### **TO APPLY:**

**To be considered, please upload the following materials [here](#) in a single WORD or PDF document:**

1. A resume
2. A cover letter, describing as specifically as you can how your experience, skills, and values are a fit with Child Care Resources' goals and mission as described in this announcement.

3. A brief personal equity statement, describing your skills and experience engaging with issues involving diversity, racial equity, and inclusion, and/or in advancing racial equity in organizations. **This statement should not exceed 300 words.**

**Applications received by Wednesday; July 29<sup>th</sup> will be given full consideration.** Applications will be reviewed on an ongoing basis. All applications will be acknowledged via an email receipt. In-person interviewing will begin in early August.

CCR is an equal opportunity employer who values diversity along with our staff. CCR and The Valtas Group do not discriminate based on age, race, creed, gender, religion, marital status, veteran's status, national origin, disability, or sexual orientation. We are committed to a diverse, socially just, and welcoming work environment and people of color, people with varying abilities, and people of all sexual orientations and gender identities are encouraged to apply.