



**POSITION:** Director, Early Learning Services Department (1 of 2 Positions)

**REPORTS TO:** Chief Program Officer (CPO)

Update as of 2/16/2021: one of the two positions has been hired, and as a result it is clear the priority experiences we desire the second candidate to possess:

- deep early childhood expertise including understanding the systems, practices and policies that guide WA State's early learning landscape
- experience managing complex federal grants such as Head Start or Early Head Start
- an unwavering commitment to driving CCR's antiracism efforts forward in service of children

**AGENCY SUMMARY:**

Child Care Resources (CCR) has been at the forefront of early learning advocacy to ensure 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 110 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.

The Early Learning Services Department encompasses all services provided directly to families and to child care providers and indirectly through partnerships with affiliate organizations. The Department delivers the following supports to families: child care resource and referral services and child care subsidy navigation provided through the Child Care Aware of Washington Family Center (statewide call center); Family, Friends and Neighbor projects and strategies in support of families and informal caregivers to include CCR's Kaleidoscope Play & Learn Program; child care subsidy services provided for low income families, veterans and families experiencing homelessness; intensive case management services (Pierce and King Counties); and family engagement services provided directly to families at the Allen Family Resource Center. The Department delivers the following supports to child care providers: robust coaching and training with a specific focus on implementing Washington State's Quality Rating and Improvement System, Early Achievers; Infant/Toddler Consultation focused on social-emotional well being and attachment; Early Childhood Mental Health Consultation; Seattle Preschool Program Family Child Care Hub; Prelicensing Support for potential providers; and a Provider Resource line. There is a possibility that Early Head Start Child Care Partnership Program will also be added to the menu of services.

A unique aspect of this position is that the Early Learning Services Department is a newly formed unified department of what was formerly two: Provider Services and Family Services Departments. The successful candidates will have the opportunity to create new collaborations and interdependencies from existing bodies

of work. Additionally, there will be two Early Learning Services Department Directors who will be expected to co-lead the team in service of our staff, our anti-racism focus and improved service to our clients.

**OPPORTUNITY:**

These are exciting and dynamic senior leadership roles within the agency and are tasked with strategic visioning, department oversight and quality assurance efforts for all Child Care Resource’s client facing services, including potential growth of new initiatives. The Directors are responsible for the strategy, oversight, and sustainability of all agency Early Learning Services programs across King and Pierce Counties. They have direct responsibility for the promotion of quality child care in the community, increased access for families, budget oversight, and for developing and stewarding relationships across the early learning landscape.

These positions, through adaptive and flexible strategic practices, will ensure that services, policies and operational decisions are well-informed and prioritized in response to the experiences, perspectives and needs of families, providers and communities historically oppressed and marginalized (people of color, people experiencing low socioeconomic status, people experiencing homelessness, people with special needs, people in rural communities). The individuals selected for this position will understand the importance of nurturing the whole child – social emotional, cognitive, and physical development; cultural, racial, gender identity; belief system, etc., and will rely on data to inform decisions.

This position will support six Department Managers in total; three direct supervisee per position. The hope and intention is that the two Department Directors will co-lead one team, but provide 1:1 supervision to their direct reports, fostering cohesion and collaboration across the six Department Managers.

**RESPONSIBILITIES:**

The Early Learning Services Department Directors report to the Chief Program Officer. They serve as a member of the Directors/Executive team providing key program perspective and participating in program decisions at the executive level.

Accountable for:

- Developing agency wide goals, in collaboration with the Program Management Team and Directors/Executive Team;
- Developing program goals as leaders of the Program Management Team;
- Developing programs and services for families and child care providers in a rapidly changing early learning environment;
- Promoting quality early learning for all children;
- Overseeing grants and contracts, ensuring quality service delivery, and monitoring program expenditures and deliverables;
- Collaborating on cross-department and cross-program work; and
- Representing the agency with local organizations, public entities, and groups concerned with child care issues.

The Directors meets regularly with local funders (including local governments, private foundations, etc.) to ensure desired impact of agency services and early intervention when challenges occur. They prepare and/or assist with the development of applications for new and existing funding, and coordinate with CCR's External Affairs team regularly.

The Directors represent Child Care Resources with state and community early learning groups and coalitions. They are able to cultivate strong relationships, collaborate effectively and be part of systems-wide change efforts.

The Directors work cooperatively with Business Services to ensure grant compliance, maintenance of ongoing day to day operations, including the collection of payroll, addressing MIS and software issues, addressing personnel issues and needs and ensuring that check requests and approval of payment occurs in a timely fashion.

#### **QUALIFICATIONS:**

Minimum requirements include an MA degree in early childhood education, child development, public administration or social/human services and 4 years related job experience; or BA degree and 6 years job experience. At least 5 years of work experience in management and administration, preferably in a team setting.

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

- Exceptional track record of inspiring leaders and accountability for impact;
- A commitment to and proven experience in diversity, cultural relevancy, cultural humility, inclusion and undoing institutional racism required;
- Is aware of inequities that exist at the institutional systems level and can identify strategies for disruption;
- **In-depth knowledge of early childhood development issues, child care administration and the needs of families and children is preferred;**
- **Experience with Head Start or Early Head Start or other complex federal grants a desired;**
- Knowledge of behavioral health, infant/child mental health desired;
- In-depth experience working in partnership with communities and coalitions, as well as engaging authentically with families;
- Competency with computer software and databases; knowledge of budgets; excellent speaking and writing, training and presentation skills required;
- Demonstrated entrepreneurial experience developing programs and services;
- At least 5 years responsibility for complex budgets and program data reporting;
- At least 5 years responsibility for supervision and team building;
- Ability to communicate and actively participate in CCR team meetings and committees and external community groups;
- Effective written and verbal communication skills with ability to effectively influence decisions through logical, strategic communication and personal advocacy;
- Demonstrated effective listening skills and empathy;
- Rich experience in the creation of a positive team and work environment;
- Experience in/understanding of the provision of quality customer service;
- Knowledge of computer software, especially Microsoft Word and Excel; and
- Washington State Driver's License, automobile insurance, and access to a reliable automobile are required.

## **COMPETENCIES:**

### **Anti-Racist Mindset**

- Articulates the organization's goals around anti-racism with emerging skills to apply them;
- Uncovers, acknowledges and takes steps to address their own unconscious biases, privilege and/or oppression;
- Is aware of inequities that exist at the institutional systems level and can identify strategies for disruption;
- Tailors methods to advance work with respect to the diverse relationships and groups within the workplace and community
- Models anti-racism in relationships with staff, clients, and stakeholders;
- Proactively creates and contributes to generating an environment in which all staff feel supported and able to thrive;
- Owns the harm that systems/institutions inflict on others and works to identify opportunities for repairs;
- Reflects upon and disrupts inequitable processes and systems internally and externally, including with community partners and funders;
- Proactively seeks out diverse perspectives and relationships to advance the mission;

### **Decision Making**

- Regularly identifies critical internal or external data needed to inform decision-making;
- Makes needed decisions in a timely manner even when information is limited or unclear;
- Honors and publicly champions agency and team decisions, even when having a dissenting view;
- Proactively seeks input from team and other related stakeholders;
- Considers both the long-term strategic direction and short-term outcomes of decisions; and
- Draws upon data, best practices, or specific job expertise to make timely decisions.

### **Develops and Motivates Others**

- Reinforces strengths, promoting confidence and progressive growth;
- Evaluates staff's needs and engages equitable approaches to motivate and develop individual team members;
- Analyzes staff's level of proficiency in work performance and cultivate relationships that results; in individualized development opportunities that challenge and encourage staff;
- Uses a range of tools and tactics to help staff of varying abilities grow; and
- Utilizes reflective practice to support staff in assessing their own thoughts and actions for the purpose of personal learning and development.

### **Continuous improvement Minded**

- Generates creative or innovative solutions—typically within program/ department;
- Challenges status quo in an intentional manner;
- Able to generate excitement about new possibilities;
- Suggests and implements solutions based upon evidence and best practice; and
- Weighs limitations like resources and staff when considering visionary ideas.

## COMPENSATION:

FLSA Status: Exempt

This is a full-time salaried position requiring a willingness to work some evenings and weekends. The expected salary range is between \$81,107 - \$95,420/yr., depending on qualifications and experience.

## BENEFITS:

CCR's benefit package includes employer-paid top tier medical, dental and vision insurance plans for employees, 21 days of PTO per year in addition to 10 paid holidays and week-long office closure at year-end, three floating holidays, flexible work environment, employer-paid life insurance, short-term disability/illness leave accrual, Employee Assistance Program (EAP), and 401k with 3% employer match.

CCR is an equal opportunity employer and we value diversity among our staff. We strongly encourage people of color, immigrants and refugees, people from the LGBTQ community, people with disabilities, and people from other historically marginalized groups to apply.

## HOW TO APPLY:

Submit your application materials to [hr@childcare.org](mailto:hr@childcare.org). You will be asked to upload:

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.**

To learn more about Child Care Resources, please visit [www.childcare.org](http://www.childcare.org)