

DIRECTOR OF PROGRAMS

POSITION DESCRIPTION

BACKGROUND & INTRODUCTION

Mission

Healthy Child Care Colorado's mission is to build safe, supportive, and healthy early childhood settings and systems where children and professionals learn and grow.

Mission Strategies

1. Serve as a statewide **HUB** for consultation in early childhood.
2. Support **QUALITY IMPROVEMENT** efforts in early childhood settings.
3. **ADVOCATE** for best practices and sound policies.

Core Values, Guiding Principles, and Priority Areas

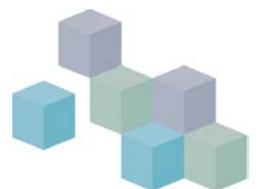
Our core values and guiding principles compass are common threads throughout our team culture, programs and services, and organizational development. We strive to bring these values into our work every day.

Our work is strengthened and supported through local, state, and national partnerships to promote and support best practices and policies for early childhood settings and systems in four priority areas:



POSITION INFORMATION & SCOPE

This is a salaried, full-time exempt position at 40 hours per week. This position will work remotely as the pandemic persists and will eventually transition to working part-time in the office and part-time remote. This position reports to the Executive Director and supervises a small team of staff (that currently work remotely due to the pandemic) and that implement programs and services across the state that are focused on professional development, grantmaking, technical assistance, network building, assessments, recognition, advocacy, and more.



The Director of Programs works closely with the Executive Director and staff to achieve the mission strategies articulated in the organization's strategic plan.

This position oversees and manages grant deliverables and ensures the delivery of high-quality services. In addition to program management and development, the Director develops relationships with funders, stakeholders and participates on various committees to maximize strategic partnerships and alignment efforts to ensure an effective early childhood system that is inclusive of health and safety. There is also a focus on advocacy-related activities to ensure the early childhood system is being built and aligned with access, quality, and equity at the forefront.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Actively participate in collaborative work groups, committees, and other meetings to establish and maximize mutually beneficial relationships and establish partnerships in support of our mission strategies and program goals
- Participate in policy and advocacy efforts, including testifying on relevant legislation
- Lead program development and expansion efforts utilizing a data-driven approach and with a focus on continuous quality improvement for our programs and services
- Regularly contribute to direct delivery of programs and services
- Oversee and ensure progress on contract/grant deliverables and program goals to ensure objectives and timelines are met. Monitor program budgets and contribute to reports for funders.
- Champion the organization's desire to have a strong culture and framework of learning and evaluation, including ensuring complete data collection, analysis, and reporting to be shared internally and externally
- Promote and engage in opportunities to leverage national models, integrate state systems, and balance local needs to influence systems, services, and policies
- Lead and facilitate Pyramid Colorado State Leadership Team, HCCC Steering Committee, and various workgroups established to inform and guide our work
- Identify and implement program level improvements and ensure alignment with state licensing, quality rating, workforce and professional development systems
- Actively research and identify funding opportunities that align with the organization's goals and contribute to the grant writing process
- Manage independent contractors and monitor their performance and progress



- Prepare information/updates related to programs and services in advance of board and committee meetings
- Lead implementation of the Pyramid Colorado Action Plan with support from the staff team and external partners
- Other duties as assigned

Management & Oversight

- Actively supervise the Early Childhood Specialist, Pyramid Coordinator, and Program Coordinator. Conduct annual performance evaluations and quarterly check-ins on individual team members' goals. Work in partnership to identify growth opportunities and support their ability to achieve their goals.
- Implement relevant program policies and procedures for effective service delivery. Ensure input, output, and outcome data are collected and analyzed regularly to inform continuous improvements and future strategies.
- Identify opportunities to leverage individual strengths of staff members to enhance cross-functional efforts and new opportunities. Promote and recognize staff alignment with the organization's core values and guiding principles.
- Hire and/or terminate personnel as needed.

QUALIFICATIONS

Experience

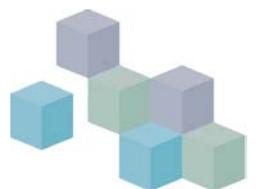
At least five years of work experience in a management position. Previous experience working in early childhood and/or public health systems and writing grants. Effective and meaningful training delivery and meeting facilitation. Experience incorporating the perspectives of multiple communities, including communities that are disproportionately impacted, in the consideration of impacts and outcomes of decision-making processes.

Education

A minimum of a bachelor's degree from an accredited college or university in nonprofit management, policy and advocacy, education/early education, public health, or related field.

Knowledge

- Knowledge of quality improvement efforts and best practices related to health, safety, and wellness in early childhood and/or public health settings and systems
- Awareness of the landscape, strengths, challenges, and needs in the early childhood and/or public health fields
- Understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities



HEALTHY *child* care COLORADO

- Knowledge of adult learning principles, reflective practice, and training development
- Demonstrated knowledge and experience in supporting the practice of geographically dispersed individuals doing similar work

Skills

- Ability to work collaboratively with diverse types of people; communicating tactfully and effectively in both written and spoken form
- Ability to think broadly to create solutions and collaborations, make public presentations, analyze situations carefully and adopt appropriate courses of action
- Strong attention to detail and commitment to a high standard of quality
- Demonstrated ability to manage multiple projects, lead teams, and meet deadlines with strong organizational and time management skills
- Ability to make decisions, give clear guidance, and keep projects moving forward

Personal Qualities

Friendliness and ease in meeting the public; ability to maintain confidentiality; flexibility and adaptability to changing landscape and priorities; positive attitude toward early childhood and public health activities; alignment with organization's values; ability to work as a member of a team; supportive approach to supervision and management.

Physical Demands & Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to work on a computer for reading, writing, and virtual meetings. The employee must occasionally lift and/or move up to 25 pounds. The noise level in the physical office environment is usually low to moderate. Occasional travel throughout Colorado required.

COMPENSATION

The salary range is \$57,000 - \$63,000 annually, plus benefits.

APPLY

Send a letter of interest, résumé, and bio via email with the subject line "DIRECTOR OF PROGRAMS" to jobs@healthychildcareco.org

Healthy Child Care Colorado does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services.

