

Associate Director

Position Description

Organizational Overview

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.

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:



Obesity Prevention



Social & Emotional Well-Being



Oral Health



Injury Prevention



Position Overview

Reporting to the Executive Director, the Associate Director will be a trusted, collaborative thought partner that will help lead the implementation of the organization’s strategic roadmap to advance our mission. The Associate Director works to create high engagement from staff and to resolve day-to-day operational and programmatic issues. This position plays a critical role in shaping and implementing the organization’s strategy, including oversight of programs and services, marketing and communications, and fund development. Working closely and collaboratively with staff, this individual will be responsible for implementing processes that enhance collaboration and efficiency between and across teams. This position plays a critical role in ensuring we utilize our resources effectively and sustainably in pursuit of our mission. The ideal candidate will be independent, analytical, flexible, and have ample experience managing people and projects. Promoting and maintaining a healthy organizational culture is important as the organization continues to grow and change.

Duties & Responsibilities

Strategic & Collaborative Leadership

- Perform analysis and strategic consultation on major opportunities or issues impacting the organization; and prepare briefings or presentations to communicate findings
- Serve as an advisor and co-strategist to the Executive Director, providing sound counsel and confidentiality
- Work in partnership with the Executive Director, Board of Directors, Staff, and key partners to create strategic or action plans and implement new processes and approaches to achieve them
- Attend and present to the Board of Directors and committees as requested
- Actively participate and represent the organization on statewide or national coalitions or committees as assigned

Administrative Leadership

- With guidance from the Executive Director, assess, recommend, and implement efforts to strengthen org culture and operating structures centered in diversity, equity, and inclusion (DEI)
- Demonstrate and promote a culture of high performance, excellence, and continuous improvement that aligns with our core organizational values
- Implement staff performance evaluation processes to monitor and evaluate ongoing progress toward goals, overall performance, and accountability to our organizational values
- Strengthen team effectiveness in working collaboratively across functional areas and within teams by developing and facilitating solutions
- Provide a supportive day-to-day leadership presence for staff
- Supervise employees and subcontractors as assigned by the Executive Director
- Monitor program, marketing, and communication materials to ensure adherence to the organization's branding guidelines
- Assist with creating and monitoring budgets to include compliance with requirements from funding sources as well as federal and state authorities/regulators
- Assist with month-end accounting processes by reviewing and approving employee timesheets, reimbursements, and company credit card expenditures, and more

Programmatic Leadership

- Provide effective and inspiring leadership by being actively involved in programs and services, developing a broad and deep knowledge of their purpose and contributions to the field
- Develop and implement goals and strategies for marketing and communications, fund development, program evaluation, and fee for service offerings
- Develop and implement program evaluation strategies in collaboration with the team



- Ensure evaluation efforts measure the program/organization desired outcomes and ensure data collection and analysis is used to improve programs and services and demonstrate impact
- Lead development, planning, implementation, and evaluation of special projects as needed

Other

- Represent the organization externally, including speaking at public events and meetings
- Perform other job duties as assigned

Required Knowledge, Skills, and Experience

- Excellent communication, interpersonal management, and planning skills
- Relevant, demonstrated experience managing multiple facets of an organization including staff supervision and development, fundraising and grant management, and program evaluation
- Self-motivated, organized, and detail oriented
- Cultural competence to oversee DEI efforts in an organization evolving in centering race equity
- Flexible, innovative, energetic, and willing to work in a collaborative environment
- Ability to effectively build organization and staff capacity, while developing the talent and processes that ensure the organization runs smoothly
- Minimum of an undergraduate degree and 5 years of relevant experience

Working Conditions & Physical Demands

- Requires frequent use of a telephone, speaking in a clear and understandable manner
- Requires frequent participation in repetitive motion activities including typing on a keyboard
- Frequently requires the ability to work for several hours at a time at a desk and screen
- Requires verbal communication in the form of public speaking and facilitating meetings
- Requires willingness, availability, and ability to occasionally travel throughout Colorado and nationally, with occasional overnight stays and multi-day travel

Compensation & Benefits

This is a full-time position and the annual salary range for this position is \$75,000 - \$85,000 based on experience.

We offer a competitive benefits package including paid time off, a Simple IRA with employer match, Qualified Small Employer Health Reimbursement Arrangement (QSEHRA), Student Loan Repayment Reimbursement, Phone/Internet Reimbursement, and a flexible work schedule that promotes work/life balance.



Paid Time Off: vacation, sick, bereavement, and holidays.

Additional Information

HCCC is a small team of dedicated individuals working to support the advancement of early childhood health and child care throughout the state. This position is open to anyone living in Colorado and can be work from home, in the office, or hybrid. Occasional travel to HCCC's Denver-based office will be expected and frequency can be negotiated.

HCCC strongly encourages staff members to be vaccinated against COVID-19 and other communicable diseases. Upon hire, staff are requested to present proof of vaccination.

Apply

To be considered for this position, send a cover letter and resume to jobs@healthychildcareco.org

We review applications on a rolling basis – so it is to your advantage to apply as soon as possible. Healthy Child Care Colorado encourages candidates with diverse backgrounds and experiences to apply. You can learn more about the organization at www.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.