

## Director of Strategic Initiatives

### Position Description

#### Background & Introduction

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 network 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:



Obesity Prevention



Social & Emotional Well-Being



Oral Health



Injury Prevention

#### Position Information & Scope

This is a salaried, full-time exempt position for 32-40 hours per week. This position can primarily work remotely within Colorado or in our Denver office. This position is required to occasionally attend in-person meetings in the Denver metro area and at our main office. This position reports to the Executive Director and also directly supervises a small team. This position will serve as a member of the organization's leadership team and ensure initiatives are responsive to current needs, aligned with organizational mission and strategic direction, and set up for success and sustainability in the future.

#### Essential Duties & Responsibilities

- Promotes organizational innovation, while ensuring critical thinking, prioritization, and utilization of data and evidence.

# HEALTHY *child* care COLORADO

- Works with community and state partners to proactively identify synergistic collaborative opportunities to leverage and support each other's work.
- Partners with the leadership team to implement, monitor, and evaluate all organizational planning, programming, resources (including budget), and collaborative activities.
- Identifies and secures funding to support strategic priorities by leading prospecting efforts, grant writing, and timely completion of reports.
- Supports staff in developing new programs, services, and collaborations.
- Actively supervises staff and contractors as assigned. Conducts performance evaluations and regular check-ins to promote continuous feedback loops. Works in partnership to identify growth opportunities and support their ability to achieve their goals.
- Helps to ensure that organization's services are culturally competent, address disparities, and are responsive to the needs of diverse and vulnerable populations.
- Represents the organization in a variety of coalitions, workgroups, and professional orgs.
- Champion 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.
- Participate in policy and advocacy coalitions, occasionally testifying on legislation and rules.
- Identify and lead strategies to promote systems improvement, coordination, and alignment opportunities both internally and externally.
- Co-creates opportunities to develop leaders and champions in communities across the state.
- Participates in local, state, and national organizations that promote the advancement of health, safety, and wellness in child care.
- Participates and aligns, as appropriate, HCCC with state and local efforts across social-emotional health, oral health, obesity prevention, and injury prevention.
- Leads internal and external collaborative efforts to achieve our strategic goals and objectives.
- Demonstrated practices of teamwork, respect, integrity, innovation, and ongoing commitment to personal and professional development.

- Models and espouses the values of the organization, including participative management, excellent customer service, teamwork, collaboration, and respect for diversity.
- Other duties as assigned.

## **Experience, Skills, and Qualifications**

Three or more years of experience in a leadership role. Bachelor's degree and previous experience working in child care, early childhood, community organizing, or public health systems is preferred.

We are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway.

## **Knowledge**

- Working knowledge of program planning, data collection and utilization, strategic planning, needs assessment, communications.
- Knowledge of best practices related to health, safety, wellness in child care.
- Knowledge and experience in leadership development, cross-sector collaboration, and relationships.
- Well-developed verbal communication skills and ability to effectively exercise these skills in both group and individual settings.
- High-level written communication skills and ability to develop concise, well-organized funding proposals, program evaluations, and reports.
- Demonstrated ability to establish, develop, and sustain key working relationships with a variety of local, state, and regional organizations.
- Knowledge of equity, diversity, inclusion concepts; the social determinants of health; disparities in health and early childhood outcomes. Understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities.
- Demonstrated knowledge and experience in developing leaders and 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.
- Anticipates glitches; checks in with the team to gauge progress and identify necessary course corrections.
- Ability to identify opportunities to streamline activities to ensure efficiency and sustainability.

- Strong attention to detail and commitment to a high standard of quality in all elements of work.
- Dependable and able to manage multiple projects, tasks, communications, and timelines.
- Ability to make decisions, give clear guidance, and keep projects moving forward.
- Ability to organize and prioritize tasks and activities, adhering to timelines and emergent needs.
- Experience managing staff and leading teams.

### **Personal Qualities**

Friendliness, authenticity, an ease in interactions with internal team members and the public; ability to maintain confidentiality; flexibility and adaptability to changing priorities and projects; positive attitude toward early childhood and health activities; alignment with organization's values; Comfort with ambiguity, shifting environments, and shared decision making; ability to work as a member of a team and ask questions to understand the work more deeply.

### **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 accommodation 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 see, talk, and 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 and nationally may be required.

### **Compensation**

This is a full-time position eligible for benefits. The position will be hired for 32 – 40 hours per week, depending on the candidate's preference. The salary is commensurate with skills and experience in the range of \$64,000 – \$82,000.

### **Apply**

Send a letter of interest, résumé, and bio (no pictures) via email with the subject line "Director of Strategic Initiatives" to [jobs@healthychildcareco.org](mailto: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.*