



## **Assistant Director**

Job Title: Assistant Director

Salary: Hourly \$24 - \$30, depending on experience and education. Competitive benefits package offered including health insurance, matched retirement, professional development and retention stipends, paid holidays, and generous paid time off.

Hours: Full time, 36-40 hours per week, very flexible schedule with occasional evenings, weekends, and travel.

Reports To: Executive Director

**Mission Statement:** To promote a child-centered school readiness system that fosters early learning, facilitates healthy child development and promotes family success in Grand and Jackson Counties.

**Position Summary:** Support a system of comprehensive early childhood services by coordinating early childhood professionals, families, and the community to ensure that programs and families have the tools and resources to promote healthy and optimal child development. With the support of the Executive Director and other GB staff, the primary focus of the Assistant Director is to provide leadership and coordination to effectively plan and implement Universal Preschool (UPK) locally as Grand Beginnings, acting as the Local Coordinating Organization (LCO) for Grand and Jackson Counties, continues to build a complete birth to age 5 system. As part of this LCO coordination, the Assistant Director will manage assigned projects and budgets, draft grant proposals, reports, and other publications, manage organizational databases, and assist with invoicing and other financial activities. This individual will champion systems-building, participating in strategic planning, facilitating initiatives and meetings, and building relationships with organizational partners, including families.

### **Duties:**

1. Serve as the lead coordinator for Universal Preschool (UPK) and comprehensive Local Coordinating Organization (LCO) activities.
  - a. Coordinate and deliver technical assistance to stakeholders including early childhood care and education providers, school districts, local government agencies, community partners, and families to plan, build, and implement our local UPK/LCO system. This includes assisting families in applying for early childhood and family support programs across a mixed delivery system and coordinating this to align with other early childhood provider-level systems.

- b. Facilitate communication, meetings, and trainings when appropriate for stakeholders and partners.
  - c. Collect data and assist the Executive Director with preparation of reports as needed.
  - d. Build relationships with community stakeholders and families to promote UPK/LCO activities.
  - e. Works with the Executive Director to recruit licensed early childhood care and education programs and direct UPK slot allocations across the local LCO catchment area.
  - f. Collaborates with other LCOs to connect families to early childhood and family support programs and services when appropriate.
  - g. Works with the Executive Director to ensure UPK/LCO funding transparency.
2. Lead and/or assist with early childhood systems-building related activities based on organizational need.
  3. Serve as an early childhood representative for our local system in community discussions, groups, and meetings at the local, regional, and state level as needed.
  4. Assist with marketing and outreach efforts when needed via the GB website, social media, newspaper articles.
  5. Assist the Executive Director with various financial responsibilities including fundraising and budget management, administrative tasks, and database management as assigned to support the organization.
  6. Works with the Executive Director and staff to gather information necessary to draft state/other contracts, grant applications, reports, and publications as assigned.
  7. Attend training, conferences, or meetings as needed. Overnight travel may be required.
  8. Participate as an active member of a fast-paced team and evolving organization including the development and implementation of the strategic plan, program evaluation, and ongoing communication to meet program and fundraising objectives.
  9. Assume other projects and assignments based on organizational need and individual expertise.

#### Knowledge, Skills and Abilities

- Proficient in use of Microsoft Office and Google Suite Applications, Internet, and other basic computer functions.
- Demonstrates skill in written communication and publication design including correspondence, reports, etc.
- Demonstrates skill in verbal communication.
- Demonstrates knowledge and experience in financial management and budgeting for projects, programs, and organizations.
- Demonstrates knowledge and experience with coordinating long-term initiatives, project management, and detailed logistics.
- Demonstrates knowledge, understanding, and expertise of child development, non-profit management, and cross sector systems-building initiatives.
- Ability to work independently, manage time, complete assignments, and meet deadlines in a shared office space and out of the office.
- Ability to facilitate systems thinking that addresses equity and supports an anti-bias and anti-racist framework for service delivery.
- Ability to maintain and develop relationships with state and local level stakeholders to increase awareness of early childhood issues and participation in Grand Beginnings work.
- Collaborate with the Executive Director to ensure compliance with organizational vision, mission, and strategic plan.

- Ability to maintain records and documents in compliance with federal, state, and local regulations and adherence to organization-wide policies and procedures.
- Demonstrate and maintain a working knowledge of significant developments and trends in the field across the state and to help ensure best practices within Grand Beginnings' scope of influence.
- Experience with and ability to evaluate programs, manage data, and use data to drive decision making.
- Ability to interact, communicate, and develop relationships in a positive, professional, and effective manner with parents, children, early childhood professionals, coworkers, community members, and other diverse local and statewide stakeholders.
- Ability to adapt and be flexible in a constantly changing environment that adjusts to meet organizational and community needs.
- Ability to drive throughout region and state when needed in a reliable personal vehicle (mileage reimbursement available).
- Demonstrates knowledge and experience working closely with formal community partnerships and Colorado's Early Childhood Council system.

Minimum Requirements:

- Bachelor's Degree in early childhood, child development, non-profit administration, or related field.
- Demonstrated experience as a member of a team.
- Experience working on long-term collaborative initiatives.
- Experience working in the non-profit and/or early childhood field.
- Valid CO Driver's License and Vehicle Insurance.

Preferred Experience:

- Master's Degree in early childhood, child development, non-profit administration, or related field.
- 2 years or more of experience grant writing, financial management, project management, business administration, and/or evaluation, particularly in a non-profit environment.
- Spanish language skills.
- Experience in a leadership role.

To Apply: Submit cover letter and resume to [katy@grandbeginnings.org](mailto:katy@grandbeginnings.org). The position will be open until filled.