



Executive Director, Center for Inclusive Child Care

Saint Paul, Minnesota

Organization Summary

The Center for Inclusive Child Care (CICC) is a centralized, comprehensive resource network supporting inclusive care for children in community settings. CICC provides relationship-based professional development (RBPD) including support, training, modeling and resources to child care programs throughout Minnesota. The CICC is funded by the Minnesota Department of Human Services, foundation grants and earned income. Concordia University, St. Paul, MN has been the fiduciary host for CICC since 2001. CICC is in the process of gaining 501c3 status. We are seeking an Executive Director who can lead the organization through the transition and beyond for future growth and expansion of the organization's impact.

Mission

The mission of the CICC is to be a centralized, comprehensive, and responsive resource network supporting quality care for children in community settings.

Position Description

The purpose of this position is to administer the program called Center for Inclusive Child Care according to its mission and meet all requirements of contract obligations.

Primary Duties

The Executive Director is responsible for leading the development, implementation, and evaluation of the organization. The Executive Director works with stakeholders to determine the scope of programming; leads on program design; oversees program implementation and evaluation; and develops new programming to meet strategic goals that are research-informed, high quality, and are impactful to the community. This position is full-time and reports to the Board of Directors.

Develop, Implement, and Evaluate Programs (40%)

- Lead program development, implementation, and evaluation activities that engage relevant stakeholders and constituents of services.
- Lead fundraising efforts, including organizational gifts, grant requests, and identifying support from individual donors.
- Work with CICC Program Managers to ensure that Relationship-Based Professional Development (RBPD) programs advance the organization's mission and strategic direction.

- Support CICC programs to include process and policy development; courses; curriculum; RBPD support; and intentional, engaged, and inclusion-focused initiatives in early childhood arenas.
- Provide program and curriculum analysis, evaluation, and reporting to support program grant obligations and deliverables.
- Manage staff responsible for coordinating details of RBPD delivery; delegate and oversee program development, implementation, and evaluation projects to ensure program success.

Program Innovation and Relationship Management (40%)

- Foster new and existing relationships with key stakeholders to support ongoing and future programming.
- Stay abreast of emerging trends and best practices in early childhood education to inform new program development and updates to existing programs.
- Collaborate with the early childhood partner organizations, state funders, and key stakeholders to explore programming needs and opportunities, as well as continuously update and improve programs.
- Stay abreast of research, educational, and engagement initiatives within the early childhood education to identify new collaboration opportunities. Engage with stakeholders to inform strategic program development initiatives.
- Document and share the CICC's innovative programming and RBPD efforts with relevant audiences within the early childhood community in MN.

Supervision and Management (20%)

- Supervise staff who possess a wide range of education, experience, skills, and administrative, research and programmatic interests; foster collaboration, creativity, ingenuity, and effective communication.
- Provide leadership to staff in their work and contribute to building a positive, empowered, cohesive team by serving as a guide and mentor, assigning and overseeing work assignments.
- Direct and oversee staff development and professional development opportunities to maximize performance, capacity, and capability leading to improved programmatic success, cultural agility, and job satisfaction.
- Administer budget and all contracts.

Required Qualifications

- Advanced degree in relevant field and at least 6 years of experience to include extensive management experience. Significant recognition in field may be considered as some type of substitution or evidence of skills and successful accomplishment in areas similar to specific job responsibilities.
- Demonstrated experience in program development, implementation, and evaluation.
- Demonstrated leadership of multi-organizational and multi-stakeholder projects.
- Demonstrated grant writing experience.
- Demonstrated success in working in partnership with stakeholders on projects and/or programs.
- Demonstrated supervisory experience.
- 5+ years' experience leading programs, projects, and/or project teams.
- Ability to lead, mentor and support staff.
- Demonstrated ability to build and support teams in program development, implementation, and evaluation.
- Demonstrated excellence in oral and written communication skills.
- Skills/abilities in using technology for communication, locating information, and analysis.
- Demonstrated skills in organizing, planning, problem solving, and handling multiple tasks under pressure of deadline.

- Strong financial and budget management skills.

The position will be available Spring, 2019.

Please submit resumes to:

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