



ASSOCIATE DIRECTOR FOR OPERATIONS

This is a new position for our organization

Child Care Aware of Minnesota provides statewide leadership in shaping collaborations that collectively build a diverse, high-quality child care system accessible for all Minnesota families through partnership with and in support of local resource and referral services. We pride ourselves on being a great place to work, offering competitive benefits, a flexible work environment, and opportunities for long-term professional growth. We are looking for team members who are passionate, adaptable, and interested in high-impact work that influences systems statewide. Embedding equity in organizational practices is a core value and we are committed to diversity, equity and inclusion in hiring, promotion, and workplace culture.

Position Description

The Associate Director for Operations reports to the Executive Director and is responsible for operational oversight and human resource management with special attention to diversity, equity, and inclusion.

Duties and responsibilities:

1. Manage Human Resource functions

- Manage talent acquisition process including recruitment, interviewing, hiring, onboarding, and job performance assessments
- Manage compensation, benefits, and employee relations
- Ensure employee practices comply with federal, state and local regulations
- Maintain up-to-date job descriptions

2. Direct office operations

- Work with the Associate Director of Programs, and internal leadership and management teams to ensure compliance with contractual agreements, program policies, procedures, reporting requirements and documentation
- Coordinate content for Child Care Aware system orientations and staff professional development opportunities
- Oversee organizational technology and software planning
- Coordinate long-term agency planning and development with the Executive Director and other members of the leadership and management teams
- Assist the Executive Director with the preparation of grants, budgets and reports
- Lead special projects as appropriate

3. Provide leadership to diversity, equity and inclusion work

- Ensure policies and practices reflect DEI values
- Lead the system-wide Access Ambassador work group
- Coordinate ongoing DEI professional development opportunities for staff
- Work with Associate Director of Programs to bring DEI knowledge and training to the Child Care Aware system

4. Provide supervision and leadership to the following Child Care Aware of Minnesota staff:

- Communications Director
- Child Care Information Manager
- Data Programs Manager
- Office Administrator/Events Support Specialist

QUALIFICATIONS

Required:

1. Minimum of 4-year degree in the field of Human Resources, Business/Nonprofit Management or related study, or equivalent training and experience
2. Experience in a senior management role for at least 5 years in a complex nonprofit or governmental organization
3. Budget development, fiscal management and program administration experience
4. Strong mentoring and coaching experience for a team of skilled professionals
5. Demonstrated intercultural competency skills and experience working cross-culturally, with a commitment to incorporating the principles of diversity, equity and inclusion

Preferred:

- Master's Degree in Human Resource Management or related field
- Knowledge of the early care and education field

Working Conditions

- We are a growing, evolving organization
- Hours per week: 40 hours per week exempt

Compensation and Benefits

Salary range: \$80,000-\$85,000

Competitive Benefit Package

Flexible work environment with options for offsite work as needed

Child Care Aware of Minnesota is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, ethnicity, religion, gender, national origin, sexual orientation, disability or veteran status. We encourage interested applicants from all backgrounds to apply.

Application Deadline- Monday, July 15th

Send Cover Letter/Resume to:

**Ann McCully, Executive Director
Child Care Aware of Minnesota
annm@childcareawaremn.org**

Please indicate "Associate Director Position" in the subject line