



ASSOCIATE DIRECTOR for PROGRAMS

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, 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 Programs reports to the Executive Director and manages the Child Care Aware Services contract with the Minnesota Department of Human Services, provides oversight for other program-related contracts, and is responsible for the ongoing development, leadership, and maintenance of the Child Care Aware system across Minnesota.

Duties and responsibilities:

- 1. Provide leadership and coordination support for the statewide Child Care Aware system**
 - Provide technical assistance to Child Care Aware agencies statewide
 - Provide support and leadership to the District and Regional Coordinators
 - Work with the Department of Human Services on the development of statewide initiatives for the Child Care Aware system
 - Coordinate work with MNTRECC and their tribal partners
 - Facilitate decision making processes between and among Child Care Aware agencies and the Coordinating Office
- 2. Provide overall management of Child Care Aware of Minnesota Coordinating Office Programs**
 - Work with the leadership and management teams to ensure compliance with program policies, procedures, reporting requirements and documentation
 - Coordinate and facilitate internal program team meetings
 - Participate in long-term agency planning and development with the Executive Director and other members of the leadership and management teams
 - Assist the Executive Director with grants, budgets, and reports
 - Lead special projects as appropriate
- 3. Build and maintain relationships with external partners**
 - Represent the agency in communications with other early childhood and human service programs, policy makers, and the general public
 - Serve on statewide, program-related committees and task forces as appropriate
- 4. Provide supervision and leadership to the following Child Care Aware of Minnesota staff:**
 - Workforce Development Director
 - Financial Supports Director
 - Parent Aware Quality Improvement Manager
 - Parent Aware Rating Manager

QUALIFICATIONS

Required:

1. Minimum of 4-year degree in the field of Early Childhood, Child Development 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. Familiarity with the early care and education field in Minnesota
4. Program development, implementation, and evaluation experience
5. Budget development, fiscal management, and program administration experience
6. Strong mentoring and coaching experience for a team of skilled professionals
7. Supervision experience; comfortable working with staff in remote locations
8. Demonstrated intercultural competency skills and experience working cross-culturally, with a commitment to incorporating the principles of diversity, equity and inclusion into your work.

Preferred:

1. Master's Degree in Early Childhood, Child Development, Nonprofit Management or related field
2. Familiarity with Child Care Aware (Child Care Resource and Referral) agencies and systems
3. Experience working in or with government agencies

Working Conditions

- We are based in Saint Paul, Minnesota
- We are a growing, evolving organization
- Hours per week: 40 hours per week exempt
- Travel: State travel required as needed (will include occasional overnight trips)

Compensation and Benefits

Starting salary range: \$85,000-\$90,000

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: Friday, August 2nd

Send Cover Letter/Resume to:

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

Please indicate "Associate Director for Programs Position" in the subject line

