



POSITION DESCRIPTION

POSITION: Director of Learning & Events REPORTS TO: Deputy Chief of Partnerships EMPLOYMENT STATUS: Regular, Full Time	DEPARTMENT: Impact & Engagement WORK LOCATION: Arlington, VA or Remote
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Child Care Aware® of America is our nation's leading voice for child care. We work with more than 400 state and local Child Care Resource and Referral agencies to ensure that families in every community have access to quality, affordable child care.

SUMMARY OF POSITION:

The Director of Learning and Events will work with a robust team to develop innovative solutions and practices designed to strengthen the child care system and infrastructure across the nation. They must have extensive knowledge of child care systems level work including the work of child care resource and referral state and local agencies.

The Director of Learning and Events is responsible for the administration and management of Child Care Aware® of America's professional development opportunities, webinars, and national and regional meeting program content, while ensuring that they reflect current research, best practices and are focused on equity. The Director must have experience designing training and education for early childhood educators and early childhood systems professionals, especially the Child Care Resource and Referral field.

Position Duties and Responsibilities:

- Develop innovative solutions and practices that are designed to strengthen the child care system and infrastructure across the nation.
- Manage curriculum development, programming for annual and regional meetings, professional development programs to include Virtual Seminars (webinars), educational communities oversight; certification, professional development opportunities, and strategic partnerships. Ensure that it reflects current research, best practices and is presented with a focus on equity.
- Coordinate and support early childhood systems staff professional development initiatives such as quality assurance; leadership development; coaching; and other special program initiatives.
- Advise and make recommendations to revise, upgrade and implement current and new education programs based on analysis of the membership needs and current research.
- Work collaboratively with a well-integrated team of staff and volunteers to achieve the organization's goal and objectives to deliver high quality professional development content, services, programs, and educational offerings to the membership.
- Work collaboratively with the Director of Partner Success to foster positive relationships with member partners.
- Strategize with the Director of Partner Success around membership recruitment and retention efforts to retain, expand and diversify the member partner base.

- Represent CCAoA at local, state and national conferences by presenting during the conference and assisting with members only events at the conferences. Seeks out partner members that have expertise on the topic to co-present when possible.
- Collaborate with all key internal and external stakeholders and providers to identify major points-of view, issues and concerns to ensure alignment with the strategic direction of CCAoA.
- Acts as liaison to other departments regarding education and professional development initiatives.
- Collaborates across departments to ensure the marketing of events and learning activities.

Qualifications:

- A Minimum of BS/BA degree in ECE or related degree, MS preferred.
- Minimum 10+ years of experience in developing and managing education and professional development programs and curriculum development for various educational delivery platforms including webinars/ audio conferences, online learning, classroom-based education and certification programs.
- Expertise in leadership and staff development, program management, strategic planning and systems building.
- Expertise in child care systems and infrastructure especially as it relates to the field of Child Care Resource and Referral.
- Experience in working with Child Care State Administrators.

Skills, Knowledge, and Abilities:

- Demonstrated problem-solving, project management and team skills.
- Well organized and detail-oriented with the ability to manage competing priorities.
- Good listener with emotional intelligence and developed interpersonal skills.
- Ability to motivate and manage groups of volunteers toward accomplishing identified objectives.
- Effective communicator with strong writing and presentation skills.
- Exhibit and promote the highest level of professionalism.
- Demonstrated knowledge of budgeting.
- Comfortable with shifting priorities and a changing environment.
- Ability to travel (up to 30%).

Please [click here](#) for more information about this and other opportunities within our organization.

Want to learn more about Child Care Aware of America? [Click Here](#).