



## Council Director

Reports to: Council Co-Chairs and Executive Committee

Status: Part-Time to Full-time (30-40 hours/week, 12-months)

Range: \$40,000, depending on experience and hours

This is a one-year, grant-funded position.

**Position Summary:** The New Haven Early Childhood Council (Council) is a citywide group of community stakeholders committed to ensuring that all New Haven children from birth to age eight have the opportunities, supports, and experiences they need to reach their full potential. The Council includes parents, educators, government officials, health and social service agencies and other representatives from the community invested in the well-being of young children.

The Council is seeking a passionate and entrepreneurial Director to advance the New Haven Early Childhood Plan through facilitative leadership. The Director will be a visionary and dynamic leader who: understands and embraces systems change work; values partnerships and collective effort; and is a consummate communicator comfortable with varied audiences. The Director will drive the Council's internal and external functions, including strategy development and implementation, communications, community engagement, fund development, and data functions.

### Responsibilities:

- Organize and sustain an inclusive, collaborative network of stakeholders focused on systemic efforts to improve outcomes for young children.
- Support the Council by attending Council and committee meetings, working with Chairs to continually build trust and pay attention to group dynamics to ensure work is progressing.
- Implement advocacy priorities in alignment with the Early Childhood Plan and coordinate supporting activities of partners
- Create an annual Council budget under the direction of the Council and maintain, manage, and report budget income and expenses related to the Council monthly
- Identify potential funding sources to support the Council's goals and priorities:
  - Write grants
  - Oversee Council grant reporting to funders
  - Provide support and guidance to partner organizations in aligning resources to the Early Childhood Plan
  - Track all Council funding and develop relationships with potential funders and participate in relevant networks



- Create a monthly written report for the Executive Committee and NHECC meeting of all Council Director work plans and work product
- Work with Council committees to develop outcome measures; collect, analyze and report data using the Results Scorecard
- Conduct marketing and outreach to engage stakeholders in the Council's work, including developing content for the Council website and social media to ensure beneficiaries are engaged
- Represent the Council at statewide meetings and forums
- Research and promote best practices through advocacy, partnerships, training and information sessions
- Create an annual scope and sequence of Council agendas that align with the Mission and strategic goals of the Council.
- Manage relationships with partners
- Build capacity of Council leadership by recruiting and orienting new Council members and helping to bring newer members along in leadership roles
- Supervise additional Council staff/interns/consultants

**Qualifications:**

- Minimum of a Bachelor's degree, Master's degree preferred
- Minimum 5 years work-related experience
- Strong interpersonal skills
- In-depth knowledge of early childhood development and education
- Ability to work independently as well as collaboratively
- Demonstrated experience working in urban areas and working with government agencies and officials
- Strong background in data collection and utilization
- Proficient technology skills
- Proven leadership and management skills
- Excellent organizational skills and ability to multi-task
- Experience in fundraising, grant writing, and fiscal management
- Ability to work flexible hours
- Spanish language fluency helpful
- Valid driver's license required

*\*\*United Way of Greater New Haven is an equal opportunity employer.\*\**

Send cover letter and resume to [earlychildhoodcouncilnewhaven@gmail.com](mailto:earlychildhoodcouncilnewhaven@gmail.com)