



Position Announcement Director, Early Childhood Partnership of Adams County

SUMMARY:

Founded in 2004, the Early Childhood Partnership of Adams County (ECPAC) is a coalition of public and private agencies working together to improve coordination and enhance the quality and capacity of services for young children and their families in Adams County. With the passage of House Bill 1062 in 2007, ECPAC became one of 30 state-designated local early childhood councils in Colorado. These entities are recognized in statute as local coordinators of state initiatives related to early childhood systems, and receive funding and technical assistance from both private and public sources to accomplish mutual state and local objectives.

In Adams County, ECPAC convenes local decision-makers, stakeholders and citizens in order to maximize the positive impact of systems that serve young children and families during the critical early childhood years, thereby increasing child school readiness, well-being and success. ECPAC accomplishes this by collaboratively reviewing data, consolidating funding sources, ensuring partnerships between public and private agencies in the delivery of early childhood services, maintaining accountability and implementing programming to bridge identified gaps. The partnership fosters strategic planning around needs, alignment of individual agency efforts with community/state initiatives and provides the collective ability to garner additional resources to support the work as necessary. Through the collaborative network of ECPAC, key Adams County agencies are actively engaged in identifying service gaps and leveraging existing resources to improve service delivery to young children and families.

AREAS OF FOCUS:

This full-time Director position is employed through Mapleton Public Schools and is responsible for supporting and strengthening the Early Childhood Partnership of Adams County (ECPAC) to enhance Adams County's alignment with the Early Childhood Colorado Framework, foster community awareness of the critical developmental importance of early childhood and ensure the long term programmatic and organizational success of ECPAC. This position reports to the ECPAC Executive Committee of the Governing Board.

- ***Communication & Community Engagement:*** Maintain and develop relationships with early childhood stakeholders countywide to facilitate their awareness of early childhood issues and participation in ECPAC's network. Promote an effective, high-visibility and positive public image of ECPAC and its mission; work to elevate the profile of ECPAC in the north metro and greater metro community. Cultivate deeper connections between ECPAC, partner agencies and Adams County's faith based, business and family communities through effective use of media, speaking engagements and outreach, with Board support. Direct and assist the Board to develop and implement marketing plans, media campaigns and promotional materials to increase the knowledge and awareness of ECPAC and early childhood issues. Ensure communication and connections between all facets of the ECPAC collaborative, and serve as a reliable, consistent source of information about local and state early childhood system efforts.
- ***Fundraising & Grant-Writing:*** Work with the Board to ensure that ECPAC develops and maintains a broad and diverse base of support, and a constant and adequate revenue stream. Coordinate fund-raising activities in conjunction with the Board; guide and involve the Board in developing community funding partnerships. Pursue grant, collaborative funding and individual donor opportunities on an ongoing basis in order to support the common goals established by partners. Assist partners in planning and executing fundraising efforts which support community capacity-building and early childhood system improvement. Act as the executive organizational representative in the grant process including: leading all on-site visits and developing and maintaining ongoing relationships with grant contacts. Track progress and trends in revenue generation, monitor and report on the effectiveness of organizational fundraising tools.
- ***Partnership with the Board:*** Provide leadership and foster the active participation of the ECPAC Governing & Advisory Boards in: setting and monitoring strategic direction, oversight of current ECPAC grants and activities, identifying areas for collective advocacy, identifying opportunities for collective effort, and fostering development of Board relationships with local, state and federal stakeholders. Participate in Board committee efforts and partner with individual members and officers to complete tasks as appropriate.

Early Childhood Partnership of Adams County

Adams 12 Five Star Schools | Adams 14 | Adams School District 27J | Adams 50 | Mapleton Public Schools
Community Reach Center | Community Health Services | Adams County Head Start | Growing Home
Adams County Human Services | Adams County Family Child Care Association | Tri-County Health Department
Children's Outreach Project | Anythink Libraries | Front Range Community College | Child Care Innovations
North Metro Community Services | Adams County Youth Initiative | Invest in Kids | Partnerships for Healthy Communities

- **Strategic Leadership:** Create a positive work environment and organizational culture; build a strong, motivated and productive team; generate unity around organizational mission, vision and goals, stir pride in quality, success and outcomes; demand integrity and expect respect and compassion for the organization's consumers. Provide leadership and facilitate the existing ECPAC collaborative structure in its work related to the strategic priorities and activities identified in the 2012-2015 ECPAC Strategic Plan, as well as all current grant-funded projects. Support ECPAC's organizational development by assisting the Board in data-driven decision making, identifying system gaps and determining solutions, and as appropriate, facilitate recommendations to the Board about opportunities for new community programs and initiatives.
- **Oversight and Management:** Guide, direct and oversee all ECPAC staff, projects and programs, ensuring compliance with focus, objectives, reporting, budget, and accountability measures. Responsible for day-to-day operations of the organization, including communication, development and management of organizational contracts and processes, designing effective program evaluation mechanisms, representing the interests of the partnership within community projects led by other organizations, and planning and leading meetings.

QUALIFICATIONS:

Qualified candidates possess a strong vision of and commitment to developing a high-quality family and child service and support system spanning the prenatal to age 8 developmental period, and the ability to work collaboratively, effectively and efficiently with a diverse coalition of partners including early childhood care & education providers, school districts, non-profits, governmental agencies and parents to achieve this vision.

- Bachelor's Degree in early childhood, education, sociology, psychology, counseling, youth development or a similar field is required. Master's Degree in one of the above areas AND/OR five (5) years of experience working in a related area is preferred.
- At least two (2) years' experience working closely with formal community partnerships and collaborations is required. Familiarity with Colorado's Early Childhood Council system or experience working with cross-sector coalitions of partners toward common goals is preferred.
- At least two (2) years' experience working with diverse populations, including understanding issues of diversity, and the ability to communicate and partner effectively with diverse populations.
- Working knowledge of Colorado's government and nonprofit landscape related to education and early childhood. Familiarity with Adams County specifically is preferred.
- Demonstrated grant-writing and fundraising abilities.
- Excellent oral and written communication abilities, including understanding of how to use and present data in order to effectively advance group process and strategic objectives. Dynamic and effective large group presentation skills and meeting facilitation skills are preferred.
- Solid time-management and multi-tasking skills. Ability to foster and manage multiple complex projects, including frequent deadlines, careful alignment of activities to the organization's overall strategic vision and communication of progress and outcomes to diverse stakeholder groups.
- Strong interpersonal skills and the ability to work in a community-based collaborative environment.
- Demonstrated ability to work within and lead teams – the ability to share responsibilities, confer with others, honor commitments, help others do their jobs and seek help when needed.
- Demonstrated staff supervision skills.
- Financial management skills, including the ability to understand and create budgets, and monitoring of contracts with service providers.
- Familiarity with public policy, advocacy and/or community marketing is preferred.
- Working knowledge of computer technology, including Microsoft Office.
- Commitment to the mission and vision of the Early Childhood Partnership of Adams County.

COMPENSATION: Competitive based upon education and experience, includes a full benefits package through Mapleton Public Schools.

Please send resume, cover letter and salary requirements by January 6, 2012 to Damon Brown, Mapleton Public Schools Director of Human Resources, via the Mapleton Public Schools job board at www.mapleton.us.