

Job Title: Executive Director
Position Type: Full-time, exempt
Reports To: ECCLA Board of Directors
Office Location: ECCLA Office in Wheatridge, CO with opportunities to work remotely
Salary Range: \$77,000-\$90,000
Additional incentives based on fundraising success

Early Childhood Council Leadership Alliance (ECCLA)

ECCLA is a collective impact leader with strong relationships among Colorado's 34 Early Childhood Councils who serve 63 of 64 counties. Our efforts enable us to effectively align, leverage, scale, and lead solutions that contribute to positive outcomes for young children and families. Collectively, we work to ensure that every child in Colorado has a strong start in life. We believe that supports for strong families and communities, access to comprehensive physical and mental health care, and high-quality early care and learning opportunities help ensure our youngest children can reach their full potential.

Early Childhood Councils collaborate with their local communities and serve as hubs to improve access to and facilitate the delivery of high-quality services and supports for young children and their families, and help families navigate the often-complicated landscape of these services. Collectively, Councils increase the quality of learning environments; expand family resources and skills; and ensure access to social, physical, and mental health services. Councils increase the effectiveness of early childhood professionals with training, coaching, and resources, which, in turn, helps children be prepared for kindergarten. Significantly, Councils are committed to closing the achievement gap for children who face multiple barriers, including those living in low-income families, by increasing the number and percentage of infants, toddlers, and preschoolers enrolled in high quality early care and learning programs. Together, we are building and supporting Colorado's early childhood system. A strong start today – means a stronger Colorado for all of us tomorrow.

ECCLA's Vision: Colorado's Early Childhood Councils are successful in building and strengthening robust and sustainable early childhood systems that meet local needs. Investments in early childhood services will be a social priority, and the collective impact of our work will be long-term, demonstrable, and valued.

ECCLA's Mission:

ECCLA improves the quality, capacity, and equity of services and supports for Colorado's young children and their families through a statewide network of Early Childhood Councils and key stakeholders. We meet this mission through local and statewide collaboration and leadership, program and policy alignment, and scaling innovation.

Position Description

The Executive Director has primary responsibility for the leadership, development, planning, budgeting, and operations of the organization as well as overseeing the implementation of the strategic framework. The Executive Director serves as the primary spokesperson for the organization and develops and sustains collaborative statewide partnerships in order to achieve our mission, goals, and objectives.

Working closely with ECCLA's Board of Directors and Early Childhood Council members, the Executive Director will guide and supervise the organization's core functions including finance and operations, data and evaluation, membership and communication, and direct programming. The Executive Director will provide leadership and oversight for the capacity building work of ECCLA and our member Councils. This opportunity strategically supports the Councils' work in the domains as identified in Colorado's Early Childhood Framework. In addition,

ECCLA is an equal opportunity employer.

We do not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. **All qualified candidates are encouraged to apply.**

the Director will play an essential role in fulfilling ECCLA's long-term vision, strategic priorities, and leveraging key partnerships throughout the state. She or he will guide and support staff in a variety of functions that relate to our work with Councils, partners, foundations, policy makers, and government agencies. Last, the Director will help guide the growth and success of the T.E.A.C.H. Early Childhood® COLORADO Scholarship Program. Some in-state travel and availability for occasional weekend and evening meetings will be required.

Essential Duties and Responsibilities

Leadership & Management

- Oversee and coordinate the day-to-day operations of the organization.
- Hire, lead, coach, and evaluate ECCLA staff.
- With support from ECCLA staff, help develop and lead approximately four statewide Council Membership meetings annually, along with monthly calls/webinars, and one-on-one correspondence.
- Develop, maintain, and support a strong Board of Directors; seek and build board involvement with strategic direction and resource development.
- Ensuring effective nonprofit best practices and accountability.
- Ensure ongoing organizational excellence, rigorous evaluation, and consistent quality of finance and operations, fundraising, data and evaluation, communications, professional development, and advocacy; recommend timelines and resources needed to achieve strategic goals.
- Ensure effective systems to track progress, regularly evaluate program components, and measure successes that can be effectively communicated to the Board, funders, and other constituents.
- Actively engage and energize Board members, Council committees, partnering organizations, and funders.
- Identify opportunities for collective effort, and foster relationships with local, state and federal stakeholders.

Resource Development

- Support and sustain development efforts through a comprehensive and long-term resource development plan including foundation, corporate, and individual donors as well as state contracts.
- Build strong and trusted relationships with current funders and prospective donors.
- Oversee fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation.
- Ensure consistent and high-quality donor cultivation and stewardship.

Communication and Advocacy

- Serve as the chief spokesperson for ECCLA.
- Maintain and develop relationships with state level early childhood stakeholders to facilitate their awareness of early childhood issues and participation in ECCLA's work.
- Engage in public policy process and advocacy at the local, state, and federal level. Work with statewide policy teams and entities, guide appropriate policy and make recommendations, and engage with policy-makers and provide testimony as needed.
- Promote an effective, high-visibility, and positive public image of ECCLA and its mission and work to elevate the leadership position of ECCLA.
- Attend state meetings, including with the Colorado Department of Human Services/Office of Early Childhood, as needed to ensure ECCLA voice is represented concerning public policy, best practices, programs, appropriations, standards, and other matters related to early childhood systems building.
- Ensure robust ECCLA communication among membership, the Board, Officers, and community and state partner organizations.

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Accountability

- Ensure compliance with organizational vision, mission, and strategic framework.
- Provide leadership and help facilitate Board of Directors and Board Finance Committee meetings as well as other ECCLA/Committee meetings as needed.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Adhere to organization-wide policies and procedures.
- Maintain a working knowledge of significant developments and trends in the field across the state and to help ensure best practices within ECCLA's scope of influence.

Qualifications

Qualified candidates will show a strong vision and commitment to promoting and supporting the implementation of a high-quality family and child service and support system (prenatal to age 8), and the ability to work collaboratively, effectively and efficiently with a diverse coalition of partners.

- Bachelor's Degree required with Master's degree preferred in early childhood, public administration, nonprofit management, communication, political science, or similar.
- Experience in nonprofit management, demonstrated understanding of systems and organizational issues as related to the field.
- Demonstrated grant-writing and fundraising abilities.
- Personal qualities of integrity, credibility, and dedication to the mission of ECCLA.
- 3-5 Years of experience working closely with formal community partnerships is required. Familiarity with Colorado's Early Childhood system or experience working with cross-sector coalitions of partners toward common goals is preferred.
- Experience working effectively with diverse populations, including understanding issues of diversity, equity, and inclusivity.
- Familiarity with public policy and advocacy at the local, state, and federal level
- 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 oversight skills, including the ability to understand and implement budgets, and monitoring of contracts with service providers.
- A multi-tasker with the ability to wear many hats in a dynamic and fast-paced environment.
- Ability to analyze problems and find solutions which support and enable sound decision-making.
- Working knowledge of computer technology, including Microsoft Office.

To apply: Please send a cover letter and resume to director@ecclacolorado.org by September 25, 2019, with tentative start early November 2019. No phone calls please.

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