



JOB DESCRIPTION

Job Title: Director of Community Projects

Reports to: Chief of Communications

Supervises: Yes

Job Code:

FLSA Status: exempt non-exempt full-time part-time other

Salary

Ranges: Starting at \$85,000

Position Summary:

A leadership position responsible for researching, writing, and managing grants that support programs within the ELCOC that benefit children, families, and child care facilities. This position oversees large projects for the coalition and leads a team of trained specialists with diverse assignments impacting children and families in Orange County. This leader ensures department employees maintain a high level of confidentiality of all coalition providers and/or client information.

Essential Job Functions:

Leadership and Supervision

- Leads, supervises, and trains department staff in all aspects of department functions and compliance regulations.
- Documents performance as required; writes and delivers yearly Performance Review for staff on a timely basis.
- Coaches and counsels staff as necessary to improve and/or maintain performance.
- Creates the opportunity to recognize employee contributions and performance.
- Sets staff annual goals and objectives and monitors, at the minimum quarterly.
- Conducts provider's visits with staff in order to train, evaluate and coach department staff.
- Communicates and updates Chief of Communications regularly on employee and/or provider issues.
- Communicates regularly with relevant state officials through conference calls, e-mails, phone calls and meetings. Provides related information to the Coalition management and staff on a timely basis.
- Fosters teamwork and collaboration amongst directors and staff.
- Participates in the development and execution of ELCOC Strategic Plan.

Research & Special Projects

- Researches best practices and designs initiatives responsive to service gaps.
- Identifies benchmarks and creates data collection strategies to monitor progress towards negotiated outcomes.
- Plans and oversees implementation of targeted initiatives.

- Leads the Best Business Practice Task Force and Food Safety Task force, with regular updates to the Chief of Communications, the CEO and the ELCOC Board of Directors.

Grants

- Manages grants for programs and projects that help children and families.
- Seeks out grants for programs and projects that help children and families.
- Assists in the preparation and defense of grant proposals and requests.
- Assists in the identification of partnerships to advance the mission of the Coalition and promote service integration.

Development/Training/Technical Assistance (TA)

- Attends all mandated state training programs.
- Stays abreast of all new child education trends.
- Shares with all ELCOC staff information/knowledge gathered at conferences and/or meetings.
- Oversees the individualized technical support and consultation to childcare providers and family childcare homes to support children with special needs remaining in an inclusive childcare environment.
- Works with the strategies and ideas for parents and providers as to the best practices and techniques to improve the environment for a special needs child.

Budget/Financial

- Manages departmental approved annual budget and works with Director of Finance to ensure for proper accountability.
- Prepares all data for grant applications.
- Reviews and approves employee expense reports.
- Manages departmental expenses.
- Responsible for researching and authorizing purchases for department.

Program Support

- Oversees and reports to Chief of Communications all special projects updates.
- Prepares monthly reports for Chief of Communications and updates ELCOC Board of Directors and assigned committees on compliance outcomes or other information as required by the Board and Chief of Communications.
- Reviews and approves employee timesheets.
- Oversees and directs all departmental administrative tasks to include follow up on compliance letters and various tracking, etc.

(This job description may not be all-inclusive, and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

Qualifications:

- Supervisory experience.
- Demonstrates ability to create and manage budgets, prepare written data and narrative presentations, and deliver convincing presentations.
- Ability to work in a fast-paced, regulated environment with creativity and enthusiasm.

- Ability to work independently and respond to deadlines while working in a team environment.
 - Ability to organize, coordinate projects, set priorities, meet deadlines and follow-up on own and subordinate's assignments with little or no supervision.
 - Ability to work collaboratively and foster teamwork amongst cross-functional teams.
 - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
 - Works collaboratively with other departments to prepare budgets, reports, discussion papers, graphs and charts for presentation to internal and external audiences.
 - Knowledge of English business language with ability to communicate clearly and concisely, both orally and in writing.
 - Ability to effectively communicate sensitive information and exercise sound judgment.
 - Knowledge of basic customer service techniques.
 - Ability to present information to groups of 50 or more.
 - Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.
 - Ability to establish and maintain effective working relationships with a variety of constituents.
 - Ability to solve problems and deal with a variety of variables.
 - The employee is frequently required to stand, walk, stoop, and kneel. The employee might be required to lift and or move up to 30 pounds. Specific vision abilities required by this job include close vision and distance vision.
 - Demonstrate knowledge of child development and appropriate childcare practices and knowledge of Florida state standards and requirements.
 - Proficiency in the operation and use of personal computers and computer software applications (Microsoft Office Suite). Ability to navigate the internet.
 - Must possess a valid Florida Driver's License with ability to travel and make providers visits to and from work, and to travel to off-site locations.
 - Ability to work flexible/hours schedule i.e., occasional Saturdays, or evening hours.
 - Professional appearance and presentation.
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Education and Experience:

- Bachelor's Degree in Program Development/Design or other related field with five (5) or more years of progressive supervisory experience inclusive of managing talented professionals pursuing independent projects. Masters' Degree preferred.
- Knowledge and experience in the Early Childhood Education field is preferred.
- Project Management experience required.
- Bilingual – knowledge and ability to communicate in the Spanish language both verbally and in writing preferred.

(A comparable amount of training, education or experience may be substituted for the above qualifications.)

Send Cover Letter and Resume to:

tbrady@elcoc.org

By Fax to: 407-749-0287

By Mail to:

Early Learning Coalition of Orange County

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