

POSITION DESCRIPTION: Coalition Director | Early Childhood Coalition

Elkhart County's early childhood initiative, *Building Strong Brains*, represents an unprecedented coordinated, system approach to kindergarten readiness. Five local organizations agree to collectively lead a coalition of stakeholders across education, health, business, nonprofit, and philanthropic sectors, with the goal of increasing kindergarten readiness for the children in Elkhart County. The comprehensive approach includes maternal & child health, community supports for children and families, and quality childcare and early learning environments.

The Coalition Director position is responsible for convening stakeholders, providing leadership, and facilitating efforts leading to increased early childhood development and education in Elkhart County. Responsibilities include working strategically for policy and systems change, and programmatically through partner-driven action. This position is housed at the Community Foundation of Elkhart County and is accountable to the Early Childhood Advisory Committee, which includes the five supporting organizations: CFEC, Child and Parent Services, Horizon Education Alliance, the Source, and Crossroads United Way.

DUTIES & RESPONSIBILITIES

Leadership & Management

- Provide visionary and dynamic leadership and management to the coalition by clarifying and delegating priorities and creating & monitoring progress toward coalition goals.
- Convene and engage stakeholders critical to achieving improved outcomes for young children in Elkhart County, attending to the evolving needs and opportunities through strategic engagement of stakeholders.
- Attend to the health of the whole system. Build trust and relationship among collaborative partners. Mediate conflict and disputes
- In partnership with the Steering Team develop and maintain the strategic plan to meet the initiative's goals.
- Support Action Teams to execute actions driven by the action agenda.
- Support community activities that align with the initiative.
- Monitor and communicate progress, barriers, outcomes, and impact, in partnership with the VP of Research and Evaluation, HEA.
- Join other systems facilitators at Horizon Education Alliance for continual learning about system change work.
- Serve as a positive and recognizable public representative of the project, in person and through media opportunities, in partnership with other stakeholders.
- Facilitate strategic and timely communications, using all available channels.
- Facilitate the development of public-private partnerships.
- Value diversity, equity, and cultural differences, bringing cultural competency to the work.

Fiscal Responsibilities

- Report on financial activities related to the initiative.
- Identify funding needs and opportunities to support the initiative and work with the Steering Team to secure necessary resources.

POSITION REQUIREMENTS

Education & Experience

- Bachelor's degree required
- Five or more years of professional leadership experience
- Demonstrated leadership experience.

Knowledge, Skills, and Abilities

- Knowledge of early childhood development, and local community resources.
- Knowledge of systems change theory and application.
- Ability to support the mission, vision, and values of CFEC and abide by applicable standards of conduct, policies, and procedures.

SPECIFICS

- Status: Full-Time, Salary
- Reports to: Chief Program Officer, CFEC
- Accountable to: Elkhart County's Early Childhood Design Team
- Please email a cover letter and resume to Info@InspiringGood.org