

POSITION DESCRIPTION: Assistant Director-Early Childhood Coalition

Elkhart County's early childhood initiative, *Building Strong Brains*, a coordinated, system approach to kindergarten readiness. The unprecedented comprehensive effort includes maternal & child health, community supports for children and families, and quality childcare and early learning environments.

The Coalition Assistant Director position is responsible for working in partnership with the Coalition Director to lead Building Strong Brains – Elkhart County's Early Childhood Initiative. This includes facilitating action teams, leading community engagement activities, supporting day-to-day communications, and managing administrative functions.

DUTIES and RESPONSIBILITIES

Community outreach and engagement

- Coordinate activities with initiative partners to align strategies and actions.
- Work with the Director to maintain a full understanding of the local, regional, state, and national early childhood landscape to integrate into the Building Strong Brains efforts.
- Build and maintain positive and collaborative relationships with community partners.
- Attend and actively participate in meetings, convenings, and collaboration events across the Building Strong Brains network.
- Plan and manage logistics for Coalition meetings.
- Attend community events relevant to the initiative.

Strategy

- Identify current implementation challenges and developing solutions.
- Support partner organizations to align work to the collective goals, in collaboration with team members.
- Identify and help resolve conflicts to support the collective work, in collaboration with team members.
- Work collaboratively with the Community Foundation of Elkhart County team to support initiative progress.

Communications

- Understand and communicate the objectives of the Building Strong Brains initiative with clarity to the community and potential partner organizations.
- Maintain open and collaborative communication with internal team members and partner organizations to align and progress the collective work.
- Maintain the information repositories, in collaboration with the Building Strong Brains Director and Administrative Coordinator of Program Initiatives.

Fund development and management

- In collaboration with the Director, identify potential funding sources to support the initiative's goals and priorities (including grant writing, supporting partner grant applications, coordinating grant reporting, tracking funding).
- In collaboration with the Director and Administrative Coordinator for Program Initiatives, maintain timely and accurate expenditure tracking for the initiative.

Data collection, analysis, and reporting

- Work collaboratively with the Building Strong Brains team and partner organizations to develop progress reports.
- Coordinate collaboration of data and research partners.

POSITION REQUIREMENTS

Education

- Bachelor's degree in early childhood or related field (required).
- Three years' work experience in community outreach and leadership, preferred.

Knowledge, Skills, and Abilities

Required

- Support the mission, vision, and values of the Community Foundation and abide by applicable standards of conduct, policies, and procedures.
- Successful relationship building and maintaining with community partners.
- Project management skills, including organization, report management, and collaborative work with cross-sector community partners.
- Strong analytical and problem-solving skills.
- Critical thinking skills.
- Strong community engagement and facilitation skills.
- Excellent interpersonal and communication skills (written and oral).
- Ability to build positive working relationships with cross-sector stakeholders in the local, regional, and state community.

Preferred

- Knowledge of early childhood development, and local community resources.
- Experience with working across multiple sectors and systems or a strong willingness to learn



POSITION DETAILS

Status: Full-Time, Exempt.
Salary: Compensation commensurate with experience and qualifications.
Benefits: Eligible for paid time off, health and wellness programs, and workplace benefits according to current policy for all Community Foundation employees
Reports to: Coalition Director
Direct Reports: None
Submit Resume and cover letter to: info@inspiringgood.org

All applicants are considered for positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, or any other protected classification, in accordance with applicable federal, state, and local laws.