



**Organization:** Supporting Families Together Association

**Mission:** We cultivate a system of organizations and professionals across Wisconsin to promote quality, strengths-based, early childhood services in all communities.

**Vision:** In every Wisconsin community, all children have the opportunity to reach their highest potential and all adults embrace their role and responsibility to children.

**Purpose:** Our purpose is to optimize the developmental window of opportunity that early childhood presents for building a strong foundation for life.

**Values:** Our strong and responsive relationships are vital. Our work mirrors our passion. Curiosity inspires our innovation and growth. We believe true wisdom means lifelong learning.

## **Position: Early Childhood Initiatives Manager**

**100% FTE**

**Reports to: Executive Director**

### **Summary of Job Description:**

The Program Manager is responsible:

- For keeping SFTA connected to and involved with current trends and initiatives in the early childhood and family support field. In this role the Program Manager will work with cross-sector partners to create best practice and policy on initiatives that support the work of professionals in the early childhood and family support field.
- For building and maintaining relationships with statewide stakeholders and collaborating partners to enhance outreach efforts.
- Program Manager is responsible for development, implementation and evaluation of programming at SFTA and our member Agencies.
- Advocate, on behalf of Supporting Families Together membership network for early education, child care, and families.

### **Primary Responsibilities:**

#### *Supervision of Staff (35%)*

- Maintains staff by recruiting, selecting, orienting, and training employees; developing personal growth opportunities.
- Monitor employee productivity and provide constructive feedback and coaching, utilizing participatory management and reflective supervision strategies.
- Exhibit leadership in management team to support organization goals.
- Sets goals for employee performance in ways that comply with organization's mission and vision.
- Organizes department and employee workflow to accomplish department objectives, ensuring that employees understand their duties or delegated tasks.

- Responsible for creating channels of communication with employees to receive feedback and resolve challenges.

#### *Early Childhood Initiatives (25%)*

- Build and maintain relationships with organizational partners, funders, policy makers, state agency staff, stakeholders and collaborating partners within each initiative and be an active member and voice on projects.
- Maintain statewide collaborations to enhance professional development, outreach, policy, and best practice efforts:
  - Effectively collaborate with a variety of stakeholders at the statewide level, including but not limited to participation in leadership teams, communities of practice and planning and policy committees.
  - Communicate and report back to colleagues within the association the key objectives, action and outcomes to ensure seamless, cross-systems work.
- Maintain functional knowledge of current early childhood.
- Analyze data from different perspectives to recommend potential models and frameworks of implementation, best practice and policy regarding early childhood.
- Listen and learn from the experiences of families, child care providers, and CCR&R staff, research, and data to inform and strengthen both the development and implementation of policy for early childhood providers.
- Develop and advocate for state early childhood policies that will close the opportunity gap through greater access to high quality early supports.
- Advocate for effective policy implementation focused on advancing quality early childhood and family supports.
- Provide internal leadership of early childhood and family support policy work, including integration of organizational work providing services for families and child care providers into policy development and implementation.
- Represent CCR&R interests externally in early childhood policy.
- Utilize collaborations to acquire grants and projects to support the early care and education.
- Interface with stakeholders in the field of WI Early Care and Education Professional development, including DCF, WECA, WIAIMH, and the WI Registry

#### *Project & Grant Management (35%)*

- Monitor contract deliverables for contracts for all subcontractors.
- In collaboration with the executive team, prepare quarterly, and annual, reports for program funder(s).
- Implement strategies of quality assurance practices.
- Engage in assessing the needs of the agency and setting work priorities that support the mission and vision.
- Identify and pursue opportunities that would benefit and support the agency.
- Support agency acquisition of contracts through grant writing and delivery of those contracts through work planning, including program design, implementation and evaluation.

#### *General (5%)*

- Actively participate in monthly staff meetings.
- Support agency mission, vision, strategic aims and action teams.
- Contribute to SFTA publications, resources and campaigns.
- Other duties as assigned.

## Key Qualifications

- Minimum of a bachelor's degree in early childhood education or a related field. Master's degree in a related field highly valued with a minimum of 10 years' experience in early childhood or a related field is required.
- Eligible for a Registry Career Level of 14, and Tier 3 Level Trainer and Technical Assistance Professional endorsements, current member of The Registry highly encouraged.
- A minimum of 2 years' experience mentoring or coaching others, or supporting the education, or development, of adults preferred.
- Experience supervising staff, using reflective supervision techniques.
- Experience in project management and/or the nonprofit sector preferred.
- Skill in working with multi-disciplinary/multi-system teams.
- Skill in providing training and technical assistance to a variety of early care and education programs including but not limited to group, family, certified, licensed, Head Start/ Early Head Start/ Tribal Head Start, 4-K, school-age, and day camp.
- Advanced knowledge of current scientific, research-based early care and education concepts, theories, principles, and practices.
- Excellent communication skills, both verbal and written. Bilingual capacities highly valued.
- Excellent interpersonal skills, including the ability to show discretion and judgment in working with various stakeholders and act in the best interest of the organization and its members.
- Ability to work with direction and work independently, as appropriate.
- Self-starter with a strong work ethic, great attention to detail and excellent follow through.
- Ability to manage and prioritize competing demands to meet shifting timelines and priorities in a team-based, collaborative environment.
- Proficient in Microsoft programs, basic office technology, and ability to learn other software tools.
- Comfortable in a highly productive, fast-paced, multi-project office environment.
- Ability to lift 40 pounds and sit for 6 to 8 hours.
- Must possess a valid Wisconsin Driver's License and have the ability to travel and stay overnight and work some evenings and/or weekends.
- Maintain confidentiality and respectfulness regarding all entities involved.

## Compensation:

- Annual Salary ranges from \$60,000 – 65,000(1.0 FTE) depending on experience
- Generous time off policy
- Benefits available
- This position is contingent upon grant funding

SFTA is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.