

Addison Early Childhood Collaboration Director – Areas of Responsibilities

The Collaboration Director would be responsible for creating, implementing and maintaining an early childhood collaboration of professionals and community members serving residents who are living in Addison.

1) Operation of the Collaboration

- Direct day-to-day operation and development of Addison Early Childhood Collaboration.
- Oversee participation of volunteers.
- Oversee ordering of supplies, equipment, and furnishings.
- Develop with the governing board short and long term strategic planning for the organization.

2) Program Management

- Oversee the development, implementation, and evaluation of programs.
- Develop program budgets.
- Work with collaboration partners to meet grant objectives.
- Report on grant work to funders and collaboration.

3) Financial Oversight

- Work within assigned budget from Addison EC Collaboration and make payment requests when necessary.
- Work within financial system of the Addison School District to manage and ensure accountability for funds and complete necessary reports
- Seek potential funding opportunities and report to the School District

4) Community and Public Relations

- Represent and market the Addison Early Childhood Collaboration to education, social service, health, business and civic organizations.
- Keep informed regarding issues affecting young children and their families, and community needs, concerns and opportunities.
- Establish and maintain effective professional relationships with federal, state, county, city and community organizations and funders on behalf of Addison Early Childhood Collaboration.
- Act as a spokesperson for Addison Early Childhood Collaboration with media, community organizations, other agencies and groups.
- Advocate for quality and equitable early childhood education and care for all young children.

5) Governance

- Keep Steering Committee apprised of the status of Addison Early Childhood Collaboration operations and community networking.
- Inform the Steering Committee of early childhood issues and community needs, concerns and opportunities and their impact on Addison Early Childhood Collaboration; make recommendations to the Board regarding these issues.
- Assist in public relations and marketing of the Addison Early Childhood Collaboration, as requested.
- Serve as a liaison between the Addison Early Childhood Collaboration and its provider, jurisdictional, and community participants.

The Collaboration Director will reports directly to the Assistant Superintendent for Administrative Services and be responsible to the Steering Committee of the Addison EC Early Childhood Collaboration and work closely with the overall Collaboration.

An ideal Director will have a background in early childhood, social and community services and extensive work within diverse communities with large immigrant populations. Experience in training a variety of disciplines of professionals and considerable knowledge of social service agencies and community resources available to DuPage residents including experience accessing these resources will also be key to success in this position.