

## **Position Announcement: Director, Elgin Partnership for Early Learning**

The Elgin Partnership for Early Learning (EPEL) seeks a dynamic leader for the Elgin early learning collaboration. The Director will be responsible for launching a citywide initiative to ensure all children enter school well prepared to succeed.

The Director must be able to articulate, build consensus around, and implement a vision for strong collaboration focused on children from birth to five years in the Elgin community. An ideal Director will have a background in early childhood, social and community services and extensive work within diverse communities. Experience in training a variety of disciplines of professionals and considerable knowledge of community systems, social service organizations and community resources with experience partnering with these resources will also be key to success in this position. The successful candidate will have outstanding oral and written communication skills and the ability to engage a wide range of audiences on the issue of early learning, including business and community leaders, educators, child and family service providers, and parents of young children. In addition, he or she will be knowledgeable about effective strategies to:

- Ensure a shared vision for young children in the Elgin community is clearly held, broadly disseminated and acted upon
- Support awareness and access for families to quality child development and early learning experiences
- Coordinate efforts across all birth to five programs to increase impact and efficiency
- Support quality improvement and capacity building of birth to five professionals and organizations
- Respond to Elgin community data about strengths, needs and gaps

Finally, the successful candidate will be familiar with Elgin or have experience working in a similar community with multicultural demographics.

**About Elgin Partnership for Early Learning:** The Elgin Partnership for Early Learning (EPEL) was formed in 2011 as a collaborative community partnership to ensure the healthy growth and optimal development of young children in the context of their families through local systems development in Elgin; the collaborative work brings together early childhood care and education providers, community based organizations, education, government, health care, social services and the broad array of community stakeholders. EPEL's Vision: Engage the whole community in preparing children to succeed in school and in life. The mission of Elgin Partnership for Early Learning collaborates with partners to ensure that children are supported in becoming ready for kindergarten.

**About Elgin:** The city of Elgin, in Kane County, in approximately 35 miles northwest of Chicago. Elgin has a total population of 108,000 residents. Elgin has nearly 12,000 children from birth to five years of age. The community is quite diverse, non-Hispanic White and Hispanic represent 43% of the population each, and Asian and African Americans comprise 6% and 7% respectively. The Hispanic population grew by 45%, from 2000 to 2010, whereas the total population only grew by 14.5%.

Salary will be commensurate with experience. The position is .75 FTE with benefits. Interested candidates should submit their resume along with a cover letter to [info@elginpartnership.org](mailto:info@elginpartnership.org). **The position posting will be open until March 20, 2014.**

## **Elgin Partnership for Early Learning Collaboration Director - Position Description**

### **Key Experience and Qualifications**

- A thorough understanding of the various programs and funding streams for families with young children, including but not limited to home visiting, health, mental health, family and social services, child care, early learning, preschool, and special education programs;
- Awareness of the range of existing community-level partnerships across the community, from formal to informal structures;
- Substantial experience in collaboration building, collaborative structures, community systems, and systems building across diverse range of programs and services;
- Working knowledge of data systems for all birth to five programs and systems;
- Experience in strategic planning at the community level;
- Experience in providing training and technical assistance to professionals on collaboration, conflict resolution and community planning;
- Experience with evaluation of community collaborations;
- Experience in hosting multi-disciplinary trainings and conferences, planning and leading meetings, public speaking and team presentations;
- Ability to translate knowledge of community systems and systems building across diverse sectors to practical training content for professionals and community members;
- Demonstrate strong interpersonal skills, including the ability to engage both traditional and non-traditional participants;
- Support a philosophy of relationship-based work and articulate examples and strategies for implementing relationship-based work as a vehicle for successful collaboration;
- Experience as a leader in driving systemic change at organizational, local, regional or systems level.

### **Key Functions**

#### Operation of the Collaboration

- Direct day-to-day operation and development of the Elgin Partnership for Early Learning.
- Develop, implement and monitor short and long term strategic plans for the organization.
- Oversee the development, implementation, and evaluation of EPEL initiatives and programs.
- Work with collaboration partners to meet strategic plan benchmarks and objectives.
- Supervise staff, contractors, interns and volunteers.
- Develop and monitor budget and fiscal health of EPEL.
- Report on grant work to funders and collaboration.
- Work within financial system of the United Way of Elgin to manage and ensure accountability for funds and complete necessary reports
- Seek, identify, request and submit for potential funding opportunities and report to the Executive Committee

#### Community and Public Relations

- Represent and market EPEL to education, social service, health, business and civic organizations.
- Establish and maintain effective professional relationships with federal, state, county, city and community organizations and funders on behalf of EPEL.
- Act as a spokesperson for EPEL with media, community organizations, other agencies and groups, at local, regional, state and national levels.
- Advocate on issues affecting young children and their families, and community needs, concerns and opportunities.

## Governance

- Apprise Executive Committee of the progress of EPEL operations and goals.
- Support Committee, subcommittee and Collaboration structure in effectively governing the collaboration effort.
- Inform the Executive Committee of early childhood issues and community needs, concerns and opportunities and their impact on EPEL; make recommendations for EPEL actions in regards to these issues.
- Serve as a liaison between the EPEL collaboration, the Executive Committee, the Parent Council and all EPEL subcommittees and EPEL's provider, jurisdictional, and community participants.

## Position Details

The Director position is a part time, salaried, exempt staff member. The Collaboration Director will be responsible to the Executive Committee and report to the chief executive of EPEL's fiscal sponsor.

**Supervisory Responsibilities** This position will supervise and manage all staff, contractors, interns and volunteers of the Elgin Partnership for Early Learning.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience** Master's degree (M. A.) or equivalent and five years related experience and/or training; or Bachelor's degree and ten years related experience and/or training; or equivalent combination of education and experience.

**Language Skills** Ability to respond to common inquiries or complaints from clients, regulatory agencies, or members of the business community. Ability to effectively present information to management, public groups, and/or boards of directors.

**Reasoning Ability** Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to analyze and interpret verbal and nonverbal communication. Ability to deal with a variety of abstract and concrete variables.

**Certificates, Licenses and Registrations** Should have active driver's license, proof of insurance and available vehicle.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to use hands to handle or feel and to reach with hands and arms. Specific vision abilities required by this job include close vision.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.