



## POSITION ANNOUNCEMENT

### CHILD CARE ALLIANCE OF LOS ANGELES

#### Senior Director, A Golden State for Kids

**Exciting and Rewarding Opportunity for an experienced Campaign Strategy and Communication Leader who is passionate about changing the lives and elevating opportunities for children and families throughout Los Angeles County. With your passion and skills, we will provide critical awareness and solutions gaining the attention of Los Angeles and California voters that will drive the prioritization of the early care and education system changes and guarantees child care to families with young children.**

#### **SUMMARY**

Director will lead a collaborative effort to drive public awareness on the value and impact of early care and education (ECE). This role involves working closely with five advocacy organizations and a communications firm to design, implement, and manage a strategic communications campaign. The Director will ensure that messaging aligns with the overall goals of improving access to quality early childhood education, driving policy change, and engaging key stakeholders including policymakers, media, and the public.

The Director will be housed with The Child Care Alliance of Los Angeles (CCALA) and will report to the Executive Director. The Director is the key staff person responsible for the leadership of a two-year narrative change child care campaign—A Golden State for Kids (AGS4K). The Director must have prior experience building urgency and meeting objectives and goals for initiatives like AGS4K. This communications campaign is supported by the Stein Early Childhood Development Fund at the California Community Foundation through a two-year grant with a strong commitment to renew funding.

#### **ESSENTIAL FUNCTIONS**

- Lead the AGS4K initiative under the leadership of the backbone agency, CCALA. This includes building collaboration and ensuring communications, convening, coordination and partnership with:
  - All five partnering agencies, which include Children Now, Crystal Stairs, Inc., The Children's Partnership, UNITE LA, and Child Care Alliance of Los Angeles;
  - The Stein Early Childhood Development Fund at CCF (CCF/Stein); and
  - The Marketing/communications firm, RALLY.
- Lead identification of policy actions and priorities that will serve as the foundation of the communications campaign.
- Lead and facilitate joint meetings of the partnership to develop clear goals, objectives and timelines for the campaign.
- Manage the work of a program coordinator.
- With the five partnering agencies, identify and lead efforts to reach out to other groups and organizations in the Early Childhood Development (ECD) and Early Childhood Education (ECE) space who are engaged in policy and advocacy efforts to understand their work and avoid duplication of efforts, ensure message alignment, and leverage collective resources.
- Collaborate with RALLY, including overseeing performance, ensuring completion of performance and financial reporting, and funds distribution or payment.
- Work with the CCALA finance team and/or contract compliance team to manage grant funds from the Stein Early Childhood Development Fund, including subcontracting and regranting to partners, overseeing grantee performance, and ensuring completion of required performance and financial reporting.
- Serve as final decision maker on AGS4K communications plan, timeline, and corresponding tactics.
- Develop evaluation metrics with partners and lead data collection/research efforts as needed.
- Act as spokesperson for A Golden State for Kids.
- Liaise with key community stakeholders, policy makers, and elected officials in coordination with the work being carried out under A Golden State for Kids.

## **QUALIFICATIONS**

- Demonstrated experience in successfully leading large-scale projects comprised of multiple partners.
- Strategic leader and high-level manager with demonstrated strategic planning, leadership, and project management skills.
- Demonstrated experience making significant progress each year towards similar project goals and objectives.
- Knowledge of ECD and ECE fields.
- Experience and success in leading policy and advocacy initiatives.
- Bachelor's degree required, preferably in a related field.
- Master's degree in a related field preferred but not required.
- At least five years of experience and demonstrated success as a senior level project manager or project director in a nonprofit organization.
- Experience in managing programs/projects with an operating budget of \$500,000 or more.
- Competency in computer applications is necessary for successful project management, including but not limited to Microsoft Office Suite (Word, Excel, PowerPoint), Adobe, Outlook, and project management software.
- Strong writing skills (writing samples may be requested).
- Experience managing grant funds.
- Evidence of excellent public speaking skills and strong written communication skills.
- Demonstrated success in fund and resource development. OR Experience with foundation donor fundraising.
- Demonstrated experience in strategic communications.

## **COMPETENCIES**

### **Initiative:**

- Identify and address challenges or opportunities without being prompted.
- Take ownership of new projects and assignments.
- Seek new and /or additional on-the-job opportunities to expand personal knowledge and add value to the work group.
- Actively seek out resources and solutions independently. Willing to assist others in times of need.

### **Collaboration:**

- Demonstrate the ability to cooperatively with others, contribute to team projects, exchange ideas, opinions, internally and externally and cross functional.
- Develop positive working relationships across the agency.
- Be flexible and open-minded and always approachable.
- Demonstrates awareness and respect of cultural and individual values and ideas.

### **Communication:**

- Express ideas clearly, succinctly, and effectively verbally and in writing using concrete, specific language
- Respond to others in a well-organized, courteous, and effective manner.
- Listen carefully and consider the ideas of others.
- Keep supervisor informed about progress and problems; avoids surprises.
- Adapt communication methods for different audiences can get messages across that have the desired effect.
- Maintain confidentiality and appropriately share relevant information with clients, supervisor, and other staff.

### **Fostering Teamwork:**

- Demonstrate interest, skill, and success in working together with others.
- Share expertise with others and help others when they need it.
- Seeks opportunities to work on teams to develop expertise, and knowledge.
- Aid in providing information, or other support to build or maintain relationships with internal and external partners.
- Express disagreement constructively by giving and receiving constructive feedback.
- Contributes to a positive work environment through their interactions with others.

### **Adaptability:**

- Demonstrate ability to appropriately deal with difficult or unpleasant circumstances, or adjusting to changing conditions, to meet job requirements.
- Demonstrate resilience in approaching conflict, shifting priorities.
- De-escalate stress and pressure and leads teams appropriately.
- Demonstrate tolerance for ambiguity, shift gears comfortably and handle uncertainty.

**Decision Making:**

- Demonstrate good judgement, determine priorities, and make decisions that support the program and agency's mission, values, and strategic initiatives.
- Use expertise and job knowledge to align perspectives with the bigger picture and agency standards when making decisions.
- Astutely define and partner appropriately with relevant levels of authority to make exceptions to the rules or modify established policies and procedures.
- Be willing to make decisions in difficult or ambiguous situations, when time is critical.
- Takes charge of a group when it is necessary to facilitate change, overcome an impasse, face issues, or ensure that decisions are made.
- Make tough decisions that may not be popular.

**Supervisor Responsibilities:****Fostering Innovation/Creativity:**

- Inspire others to develop and implement innovative ideas that impact the department or agency's mission and goals.
- Stay abreast of business, industry and market information for innovative ideas and opportunities to enhance product and materials for client services.
- Demonstrate willingness to engage others in ideas sharing for potential partnering opportunities resulting in new advancements in the field.
- Personally develop new products or services, including new methodology or approaches.
- Able to cooperate and try new shared approaches to achieve goals.

**Collaborative Leadership:**

- Demonstrate ability to work effectively to achieve meaningful results.
- Display a willingness to establish alliances and partnerships for the good of the group.
- Actively participates in seeking results which benefit all parties.
- Attentively listen to understand the suggestions and ideas of others.
- Inspire innovation and provide a safe space for communication.
- Communicate a willingness to make decisions and solve problems with others who can provide information, assistance, and support.

**Supervision and Coaching:**

- Demonstrate the ability to accurately assess performance and development needs of employees. Provide direction, monitors goals, deliverables, and quality of work. Encourage staff to be proactive in improving their performance.
- Inspire professional growth; assist employees with development plans; suggest resources.
- Provide specific performance feedback to staff; use obstacles as opportunities for problem solving and learning.
- Actively model and drive a culture of diversity and inclusion leading to staff retention, satisfaction, and productivity.

**Conflict Management:**

- View disagreements as healthy expressions of differing viewpoints from which better ideas and solutions can be obtained. Demonstrate the ability to manage conflict by encouraging differing points of view.
- Work to uncover the reasons behind a disagreement to create effective solutions and maintain positive working relationships.
- Quickly establish boundaries and assess conflict. Listen acutely to varied perspectives separating facts from emotions moving conflict to progress.
- Provide direction; de-escalate, accurately accesses facts, personal investments, potential motives to reach alignment.
- Follow up and provide feedback to team and individuals without delay.

**Managing Diversity:**

- Model and inspire inclusion through words and actions, promotes a safe place supporting individual differences, views differences.
- Live by and promote the core values of the organization, build understanding and ensure a balance between shared values and differences.  
Lead and manage a diverse team appropriately to support the agencies commitment to Diversity and Inclusion.

**Visionary Leadership:**

- Inspire creativity and is catalyst for change.
- Engage constituents in conversations to further the vision, gain greater clarity, and increase collective commitment.
- Demonstrate the ability to prioritize the goals of CCALA in the best interest of the organization.

**Strategic Thinking:**

- Model a broader perspective, effectively balance the need to solve immediate problems while building a system to insure long-term organizational growth.

**Budget and Cost Control:**

- Control operating costs by understanding the correlation between excess spending to budget controls.
- Accurately access staff utilization to meet payroll projections, including but not limited to recruitment, wages, and overtime.

**Salary Range: \$160,000 to \$180,000 per year.**

Competitive salary, commensurate with prior experience, education, skills, and abilities. Regular full-time position with a competitive benefits package which includes health insurance, 12 paid holidays, and vacation and sick accrued PTO. FLSA status is exempt. The program referenced in this job description is contingent upon grant funding.

To apply: Submit cover letter and resume to [hiring.ags4k@ccala.net](mailto: hiring.ags4k@ccala.net).

**The Child Care Alliance of Los Angeles is an Equal Opportunity Employer.**

The Child Care Alliance of Los Angeles is committed to building and sustaining a diverse workforce and culture. As part of this commitment, the Child Care Alliance of Los Angeles provides equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to race, color, medical condition as defined by state law, ancestry, religion, national origin, age, marital status, sexual orientation, gender or gender identity/expression, ethnic group identification, mental or physical disability, pregnancy, childbirth, and related medical conditions, or any other legally protected status.

For more information about the Child Care Alliance of Los Angeles please visit our website at: <http://www.ccala.net/>

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*