



JOB ANNOUNCEMENT

Senior Director of Programs

About the Organization: The California Child Care Resource and Referral Network (Network), a nationally recognized non-profit membership organization, addresses the needs of parents and child care providers throughout California. The Network works with 69 local child care resource and referral programs (R&R), divided into four regions: North, Greater Bay Area, Central Valley, and South, to inform parents and the general public about quality child care, assist child care providers to serve their communities, and encourage positive policy changes on the local, state, and federal levels.

Established in 1980, the Network provides leadership and vision for the continuous development and improvement of resource and referral services statewide, helping to build, support, and advocate for, a quality child care system that supports the diversity of families and children in every community in California. For more information about the Network, please view the Web site at www.rnnetwork.org.

Summary of Position: The Senior Director of Programs provides direction, guidance, and support to the Provider Services and TrustLine teams by working collaboratively with Program Directors and Managers to achieve contractual and funder commitments and promote and encourage creative, thoughtful program growth and strategies that positively affect and enrich the quality of child care and support services to children and families through R&Rs, the Network, and between the Network, state agencies and other child care organizations.

This Senior Director serves as a program expert on a wide variety of provider and family-related issues; and with an entrepreneurial spirit seeks partnerships and funding that help build and support the goals of the Network and our member agencies. The Provider Services Team oversees the Network's Child Care Initiative Project (CCIP), the Emergency Foster Bridge Trauma Informed Care Training grant (TIC), the TrustLine Registry, the 1-800-KIDS-793 Consumer Education line and other child care provider support efforts (Family, Friend and Neighbor (FFN) support, Shared Services, etc.). The Senior Director of Programs builds relationships with funders, partner child care organizations, public agencies, business community members, government officials and other non-profit organizations to create partnerships that strengthen the lives of California's children and families.

Position Available: Senior Director of Programs
Full-Time – 40 hours/week
Exempt
\$120,000 to \$150,000 Annually
Excellent benefits (health & dental insurance; paid vacation & sick leave; monthly personal technology reimbursement; 15 paid holidays per year, including Christmas Day through New Year's Day)
Location: Remote or Hybrid (San Francisco Office)

Essential Duties and Responsibilities:

- Provide leadership, vision, philosophy, direction, and guidance to the Provider Services and TrustLine teams.
- Lead short- and long-term program planning and oversee the conversion of goals into specific workplans in collaboration with Team Directors.

- Lead coordination of provider services and TrustLine teams' goals, funded obligations, growth and operations in a cohesive direction.
- Lead visioning, creating, and completing proposals, contracts, and grants and serve as a primary liaison to the funding source before, during and after any grant or contract funds are awarded.
- Ensure program compliance with pertinent laws, guidelines, and performance standards ensuring quality services in all program areas. Monitor requirements for all contracts and subcontracts, ensure that program deliverables are met, reports are complete, correct, and submitted on time, and that follow up activities are accomplished. Review year-end report for submission to contractors/funders.
- Oversee budget development and expenditures in coordination with the CFO and ensure that costs remain within budget guidelines and conform to state and federal regulations. Ensure that financial transactions occur within the confines of the approved budget and inform the Executive Director whenever expenses approach or exceed approved spending levels or income from billings are not as expected.
- Help Develop and Facilitate communication between the Network and 1) the California Department of Social Services, Community Care Licensing, Child Care and Development, and Family Empowerment and Engagement Divisions, 2) other state and public service agencies and departments, 3) Administration for Children and Families, Office of Child Care, and 4) private foundations.
- Be knowledgeable about the governmental statutes, regulations, transmittal notices and memoranda pertaining to the CCIP program, TIC funds, the TrustLine Registry, CCDF Quality Funds, CCB bulletins, licensing, EMSA requirements, workforce registry, and all initiatives affecting child care providers in California.
- Provide regular updates to the Executive Director and quarterly reports to the Board of Directors, and other funding bodies as required.
- Identify, review, and pursue potential sources of funding for existing and new programs.
- Be knowledgeable about and be able to voice with passion the policy issues impacting children, families, child care providers, and the R&R programs. Have thorough knowledge of the Network's Policy Agenda and contribute to voicing the implications for children, families, providers and R&Rs.
- Communicate program needs and interests to Network administration, Management colleagues, the Board of Directors, funders and government officials.
- Develop appropriate strategies for identifying and overcoming barriers to program improvement and growth based on program reports, staff input, meetings with funders or State Departments, feedback from consumers, and other appropriate data sources.
- Present staff concerns or needs to management and report back to staff regarding decisions and actions.
- Participate on the management and executive leadership teams.
- Other duties may be assigned.

Supervisory Responsibilities:

- Directly supervise Program Directors and indirectly supervise managers and staff in the Provider Services Team. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Ensure that supervisees have sufficient training and support to do their jobs at a high level of competence, have access to further training as needed, and that they are held accountable for meeting realistic program goals and expectations.
- Monitor supervisees' performance and provide timely, constructive and supportive feedback and fully and promptly document all evaluative meetings or discussions.
- Keep abreast of the most current human resources and personnel policies, follow these policies in all practices, and assist staff to understand how these policies apply to their work and behavior. Support staff in following policies and procedures, and institute appropriate remedial measures, when necessary.

Qualifications

To perform this job successfully, an individual must be able to perform each job qualification in a competent manner. 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.

- Minimum 7 years of experience in the child care field; Experience in or knowledge of child care resource and referral and/or quality improvement programs as included in the CCDF State Plan, and knowledge of the child care provider community is highly desirable.
- BA in early childhood education or similar education preferred.
- Demonstrated experience working with state agencies and other state or local partner agencies in the California child care system.
- Program management experience, including managing complex relationships and processes.
- Demonstrated ability in visioning, developing and implementing new programs or projects.
- Demonstrated ability to conceptualize and communicate ideas and provide training and technical assistance to a wide variety of audiences in a compassionate, thoughtful, and strength-based manner.
- Demonstrated experience in facilitating committees, work groups or boards that resulted in the development of innovative services, programs, or partnerships.
- Demonstrated ability to write and clearly communicate verbally to audiences of diverse backgrounds, including articulating the Network's values, views, research findings, policy priorities and analyses at hearings, conferences, and meetings.
- Demonstrated experience in obtaining funding and accessing in-kind donations through proposal and grant writing, presentations, partnerships, etc.
- Experience working across or at the intersection of different systems such as child care, education, housing, health care or employment.
- Demonstrated experience supervising senior or experienced level staff who have a high level of content expertise and experience overseeing their programs.
- Ability to manage multiple tasks, work within tight deadlines, and prioritize work as necessary.
- Excellent interpersonal and human relation skills.
- High level of computer literacy.

Work Environment/Physical Demands

The work environment characteristics and physical demands 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.

- This job can be done from home, with access to a secure internet.
- This job can be done at the San Francisco office full-time or hybrid.
- The noise level in the work environment at the main office in San Francisco is usually moderate.
- While performing the duties of this job, the employee is regularly required to sit, hear, listen and talk for long periods of time.
- Ability to travel to the main office in San Francisco and across the state for meetings as needed, with occasional overnight travel.
- The employee is occasionally required to stand and walk.

APPLICATION PROCESS:

Please send a cover letter indicating the position for which you are applying, why you are interested in this job, and a resume to CCCR&RN at jobs@rrnetwork.org.

The California Child Care Resource and Referral Network is an Equal Opportunity Employer.