



JOB ANNOUNCEMENT

Member Support and Resource Development Manager

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, 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.rrnetwork.org.

Summary of Position: The Membership Support and Resource Development Manager facilitates the exchange of information among R&Rs and between the Network, state agencies and other child care organizations; provides technical assistance on a wide variety of R&R-related issues; and with an entrepreneurial spirit seeks partnerships and funding that help build and support the goals of our member agencies. This position works with the Member Services Team to foster existing and build new relationships with funders, partner organizations, public agencies, business community members, government officials and other non-profit organizations to create partnerships to strengthen the lives of children and families in California.

Position Available: Membership Support and Resource Development Manager, Content Manager
Classification
Salary Range: \$79,145 - \$93,112
Full-Time – 40 hours/week; Monday – Friday 9:00 a.m. – 5:00 p.m.
Exempt
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

Essential Duties and Responsibilities:

- Work with the Senior Director of Member Services to implement Membership Services.
- Understand and coordinate the implementation of Membership Services goals and objectives while supporting the Network’s designated priorities.
- Build strong, positive relationships with the Network staff, R&R staff and state partners for ongoing communication, collaborative planning and shared problem solving.
- Coordinate the facilitation of ongoing communication, collaboration and information sharing between the Network and member R&Rs and among R&Rs through regional and statewide meetings, conference calls, webinars and written documents, electronic newsletters.
- Collaborate closely with Network staff, state partners, Regional Vice Presidents in the planning of

training and/or TA to Member R&Rs.

- Facilitate communication between the Network and 1) the California Department of Education, Early Learning and Care Division and 2) the California Department of Social Services, Community Care Licensing, Child Care and Development Division, and Family Empowerment and Engagement Division, and 3) other state public service agencies and departments.
- Stay current on policies and regulations at both the state and federal level that enable members to best support parents. This includes R&-R related Program Requirements, Quality Improvement Programs, and CCDBG implementation in California.
- Plan for and deliver group or one-on-one TA on consumer education topics to R&Rs throughout California.
- Incorporate a human centered design perspective into the work by centering users (families, child care providers, etc.) as main recipients of consumer education information.
- Stay abreast of the latest research, tools, and resources that support the activities of consumer education.
- Proactively contribute to the development of group TA and training opportunities focused on facets of consumer education including the research, preparation and facilitation of peer workgroups, communities of practice, etc.
- Participate in regular continuous quality improvement activities and support ongoing evaluation of the work.
- Work with Thriving Families California staff to lead in the Networks responsibilities related to the co- development, planning and implementation of the Joint Annual Conference.
- Be knowledgeable about and be able to voice with passion the policy issues impacting children, families, child care providers, and R&Rs.
- Have thorough knowledge of the Network's Policy Agenda and contribute to voicing the implications for children, families, providers and R&Rs of proposed legislation, regulations, funding, etc.
- Prepare and present information and professionally represent the Network at meetings, trainings, conferences, and other public forums; Write white papers, articles, and editorials, which provide information and share resources about the child care field.
- Support and staff the leadership and membership development work of the Regional Vice Presidents.

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 5 years of experience in the child care Resource & Referral field; Experience in or knowledge of child care consumer education, Ca Child Care Health & Safety requirements for child care, child care licensing, subsidy programs, Quality Counts California, Head Start, California State Preschool Programs, Universal Pre-Kindergarten, Transitional Kindergarten, other state Quality Improvement Activities, family strengthening programs and CCDF requirements.
- BA in early childhood education or similar education, preferred.
- Experience working with state agencies or partner agencies within the California child care system.

- Demonstrated ability in visioning, developing, and implementing new programs or projects.
- Demonstrated ability in developing webinars presentations and TA through virtual platforms (Zoom, Google Meets).
- Experience in using knowledge of adult learning styles in creation of products (TA tools, presentations, handouts, reports, etc.)
- 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.
- Ability to manage multiple tasks, work within tight deadlines, and prioritize work as necessary.
- Proficient in MS Office and Google Applications and other e-learning and webinar tools (Word, Google Docs, PowerPoint, Excel, Mural, etc.).
- 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 is a work from home position, access to a secure internet is required.
- 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.