



Our Mission is to provide access to quality child care and early education in Sonoma County through advocacy, direct service, and empowerment.

4Cs Now Hiring: Resource & Referral Director

Full Time Position, Exempt

Starting Pay: \$98,280.00-\$102,648.00

Position is located in Santa Rosa

Schedule: Monday-Friday 9am -5:30pm

Are you inspired by the mission of 4Cs?

Do you want to make a powerful difference in the community?

The Community Child Care Council is looking for an experienced individual who loves and thrives in the nonprofit sector to support and lead the Resources and Referral team along with advocating for and supporting families with early education. The ideal candidate will be proactive and successful in leading this department to reach families in need while supporting the agency's mission.

Primary Duties and Responsibilities

General:

- Plan and coordinate program staff with multiple funding sources and programs.
- Establish and maintain program-relevant community and state relationships in order to create awareness and impact program requirements and funding.
- Overall responsibility for compliance with all program regulations, funding terms and conditions, and timely submission of program reports to all funders.
- Oversee development and maintenance of department administrative materials, policies and procedures in alignment with agency goals and policies.
- Develop and implement annual program self-evaluation and quality assurance monitoring.
- With Director of Programs and Policy and Finance Director, develop and monitor annual department and program budgets.
- Work with Director of Programs and Policy to develop ongoing objectives and strategies for programs and services in accordance with the goals and objectives of the agency.
- Build and maintain strategic community alliances and relationships in accordance with the goals and objectives of the agency.
- Maintain and share knowledge of Early Care and Education trends and data related to the agency services.
- Serve on 4Cs Senior Leadership Team and Management Team as well as lead one agency wide committee.
- Participate and collaborate with Agency leadership teams on agency projects and agency-wide planning and communication.
- Report as directed to Executive Leadership and Board of Directors.
- Maintain collaborative and respectful relationships with agency staff, clients, and other stakeholders.
- Perform other functions related to department or agency operations as requested.

Represent in the Community:



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- Represent agency in appropriate community meetings and forums as determined with Director of Programs and Policy.
- Serve as a resource person or consultant on matters relating to ECE, school readiness, data, quality ECE and other related matters to the staff, to the ECE community and to the community at large.
- Oversee overall communication with ECE community ensuring professionalism and consistency with 4Cs' brand.
- Act as a liaison to local and statewide community groups and agencies.
- With agency leadership, build and maintain relationships with elected officials and maintain knowledge of ECE related policy.
- Assist with agency educational efforts on policies and legislation affecting children and their families.
- Coordinate as appropriate and represent 4Cs at community outreach events for a minimum of eight hours per year.

Supervisory Responsibilities:

- Responsible for the professional development and supervision of Assistant Directors, and support Assistant Directors with supervising their respective teams.
- Appropriately address and document staff performance issues in partnership with the HR Director.
- Lead/organize and participate in department staff meetings, trainings, retreats, leadership, and agency-wide meetings

Skills and Qualifications

- Knowledge of current trends in parenting, childcare and child development.
- Strong leadership and people skills with ability to hire, train, coach and motivate staff.
- Experience with social media and public relations (preferred).
- Excellent verbal and written communication skills and ability to work with persons from various social, cultural, economic, and educational backgrounds.
- Ability and experience with establishing and maintaining cross-organizational collaborations and projects.
- Effective writing skills including proposals and reports.
- Strong organizational skills and attention to detail.
- Demonstrated proficiency with Microsoft Office Programs, Internet, and data analysis.
- Bilingual (desired)
- Valid California driver's license and insured automobile.
- Available to work evening and weekend hours as needed.

EDUCATION & EXPERIENCE:

- Bachelor's degree or higher in Early Childhood Administration or related field.
- Minimum three years administrative and supervisory experience including program implementation and planning, and budget oversight.



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WORK ENVIRONMENT:

- Regular office environment

PHYSICAL REQUIEMENTS:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

TRAVEL:

- Up to 25%

Benefits and Perks

- Generous vacation and sick time - 12 days (2+ weeks) of vacation time and 12 days of sick time annually
- 14 Paid Holidays beginning in 2023
- Flexibility in work schedule
- 4Cs contributes \$650 per month towards your health benefits package.
- Comprehensive health benefit package, including Medical, HSA, Dental, Vision, Employee Assistance Program, Voluntary Life/AD&D, and Long-Term Disability.
- 403B Retirement Plan
- Professional Development support
- Employee Resource Groups, including Wellness, DEI, Celebration and Recognition

Internal candidates: Please submit current Resume and Internal application to:

employment@sonoma4cs.org

External candidates: Please submit Cover Letter and Resumes to: employment@sonoma4cs.org

4Cs is a proud equal opportunity employer. We value and embrace diversity for the benefit of our employees, our consumers, our products, our community and the planet. We are committed to building an inclusive workplace for everyone. We do not discriminate on the basis of race, color, ancestry, age, religion, marital status, disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law. All employment is decided on the basis of qualifications, merit, and business need.