



JOB ANNOUNCEMENT

Director of Membership Services

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 60 local child care resource and referral (R&R) 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 website at <http://www.rnetwork.org>.

POSITION AVAILABLE: Director of Membership Services
Full-Time/Exempt
Competitive Salary DOE
Excellent benefits incl. paid vacation & sick leave,
health and dental insurance

APPLICATION DEADLINE: Open until filled

JOB RESPONSIBILITIES: The Director of Membership Services facilitates the exchange of information and forecasting of program solutions 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.

The Membership Support Manager will:

- Work with funders, partner child care organizations, public agencies, business community members, government officials and other non-profit organizations to create partnerships to strengthen the lives of California's children and families;
- Inspire and support the development and implementation of new initiatives and innovative projects that enable the Network and its member organizations to best meet the needs of parents, children and child care providers. Build the capacity of members to connect with potential partners that they can work with at the local
- Seek partnerships, and funding that will help build, strengthen and support our member R&R programs to broaden their work with families;
- 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 and Family Empowerment and Engagement Division, and 3) other state public service agencies and departments;

- Coordinate and facilitate 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; Play an integral part in planning and implementing the Joint Annual Conference.
- Stay current on policies, regulations at both the state and federal level that enable members to best support parents. This includes CCDBG implementation in California. 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.
- 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
- Participate on the management team.

QUALIFICATIONS:

- Minimum 3 years experience in the child care field; Experience in or knowledge of child care resource and referral and/or family strengthening programs is highly desirable.
- 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.
- 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 to audiences of diverse backgrounds, including articulating our views and analysis at hearings, conferences and meetings.
- Demonstrated experience in obtaining funding and accessing in-kind donations through proposal and grant writing, presentations, partnerships, etc.
- 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.
- Ability to travel across the state for Regional meetings, at least four times a year.

APPLICATION PROCESS:

Please send a cover letter indicating the position for which you are applying, and a resume to CCCR&RN, 1182 Market Street, #300, San Francisco, CA 94102. Or email to cmall@rnetwork.org. Candidates chosen for interviews will be required to submit a completed application form. The application form can be obtained from the Network's Web site at www.rnetwork.org.

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