



United Way of Tucson  
and Southern Arizona

**UNITED WAY OF TUCSON AND SOUTHERN ARIZONA**  
**Position Description**  
**Senior Director, Early Childhood Professional Development**

**September 2020**  
**FLSA Exempt**

**Job Summary:**

This position is responsible for all Early Childhood Professional Development initiatives for the United Way of Tucson and Southern Arizona (UWTSA) including oversight of Great Expectations for Teachers, Children, Families and Communities and the Quality First Redesign project. Reporting to the Vice President Community Development, the Senior Director initiates, oversees and leads United Way's strategies associated with early childhood professional development. The Senior Director supports Community Development senior management in strategic thinking and planning related to early childhood professional development and early education.

This is a full-time, grant-funded position for a motivated individual with a high level of initiative, management, communication, organizational and facilitation skills. The Senior Director is highly professional and an expert in early childhood professional development and early education systems and how they contribute to United Way's community impact goals, including with the Cradle to Career Partnership, the Family Support Alliance, and First Focus on Kids. This position oversees and directs the work of several staff members and consultants. All United Way of Tucson and Southern Arizona (UWTSA) programs and strategies work toward eliminating racial, ethnic, and socio-economic disparities for an educated, thriving, and equitable community.

**Note: This is a grant-funded position**

**Responsibilities:**

**Management and Administration**

- Provides visionary leadership in strategic planning and implementation for systems change.
- Oversees the management and direction of the early childhood professional development systems-change work in Pima County including with the Pascua Yaqui tribe and Tohono O'odham Nation.
- Directs and oversees contracting, evaluation, and project monitoring of First Things First-funded Early Childhood Professional Development program—Great Expectations for Teachers, Children, Families, and Communities.
- Provides oversight of the First Things First-funded Quality First Redesign project.
- Creates and develops a national, state, and local cadre of experts to partner on mutual goals and provide expertise and technical support for United Way's professional development systems-change work.
- Works with staff team to ensure that Community of Practice Coordinators implement their contracts in accordance with United Way and First Things First policies and procedures.

- Ensures consistency and adherence to objectives and outcomes as outlined in the Great Expectations grant proposal that follows the FTF Professional Development Early Care and Education Standards of Practice.
- Ensures that the evaluation of Great Expectations helps inform the accountability and direction of early childhood professional development.
- Oversees the development and monitoring of the budget for funded activities; collaborates with finance staff to assure that all program and financial procedures and payments are accountable to financial requirements and regulations.
- Researches, creates and edits a variety of written documents, correspondence, speeches, and reports.

### **Coordination and Facilitation**

- Works with staff team to plan direction and meet with partners and other state participants as needed to coordinate work and address concerns.
- Conceptualizes and develops cohort-based professional development opportunities, for the Communities of Practice and the early childhood professional development community.
- Develops and maintains effective communication vehicles for national, state and local partners.
- Develops opportunities to coordinate resources for professional development across Communities of Practice including national speakers who are subject matter experts and provide hands-on learning opportunities at child care centers or other early education sites.
- Identifies and invites subject matter experts who are recognized as such at the local, state, or national levels.
- Ensures proper and timely services to all Great Expectations members, Regional Partnership Council, and other state and community participants.
- Advises local, state and national conference conveners on early childhood professional development best practices.
- Establishes and maintains good working relationships with key government agencies such as First Things First, State Department of Education, local government agencies, numerous early childhood alliances, higher education institutions, other United Ways, and community agencies to ensure effective collaboration across agencies.
- Develops and maintains collaborative relationships with a wide range of individuals in business, non-profit, private, and governmental organizations, serves on state and local planning and advocacy task forces, committees, and coalitions.
- Develops new partnerships and strengthens existing partnerships with community stakeholders and professional membership organizations that provide professional development opportunities.
- Develops reports and presentations on grant results for Great Expectations members, FTF regional councils, the general community, and state and national audiences.

### **Planning and Community Development**

- Actively participates in relevant meetings and trainings in each of the UWTSAs Collective Impact Areas with community partners, city, county, state and national partners

- Oversees the development of objectives and outcomes for the Great Expectations grant, other professional development coalitions, and ensures coordination and alignment with Cradle to Career.
- Provides a high level of research and best practices knowledge in early childhood learning and teacher education and works to integrate these into UWTSA initiatives.
- Develops and supports strategic objectives across program areas and promotes and documents cross-functional collaboration.
- Analyzes and facilitates cross division and cross department activities to increase United Way visibility and effectiveness.
- Assumes responsibility for staffing various community committees and collaborative groups as United Way's representative.

### **Resource Development**

- Identifies potential donors and collaborates with the Resource Development Division and other Community Development directors to secure business and foundation resources.
- Secures additional resources by researching grant and other funding opportunities and writing and directing the development of collaborative grant proposals.
- Oversees the development and submission of grant proposals by staff.

### **Performance Evaluation**

- Establishes and oversees requirements for contracted services and oversees reporting on overall performance objectives and outcomes.
- Establishes and oversees evaluation and accountability mechanisms for United Way contracted services.
- Hires, directs and develops a staff team; directs funded activities, prioritizes responsibilities and assignments, and ensures timely completion of reports and work products and to ensure consistency with objectives and outcomes.

### **Public Education/Social Marketing**

- Oversees early childhood professional development marketing activities, Great Expectations web maintenance, planning documents, e- newsletters, outreach events, Communities of Practice, etc.
- Presents at local and national conferences and workshops.
- Oversees the development and dissemination of informational and promotional materials.
- Directs outreach and education efforts around early childhood professional development.

### **Other Duties as Assigned**

### **Qualifications, Skills and Abilities:**

- Master's degree in early childhood education or related field such as family studies, and proven expertise in early childhood development and education.
- Four years' experience in early childhood education, community development, or other related field.

- Strong ties to local higher education community.
- Knowledge and understanding of the process of connecting professional development opportunities with college credit.
- Strong ties to local and national organizations, agencies and community networks that offer professional memberships.
- Well-developed computer skills.
- Excellent oral and written communication.
- Experience working with diverse populations.
- Demonstrated expertise with supervision of staff and in the administration of complex projects and budgets, and skill in grant writing and management.
- Demonstrated expertise in early childhood education programs or a related field.
- Demonstrated success facilitating collaborative relationships with multiple partners.
- Demonstrated customer service, problem solving, time management, research, information management and higher level organizational skills.
- Demonstrated ability to tactfully handle stressful situations, negotiate and resolve conflicts, maintain confidentiality and to respect and observe organizational protocol.
- Ability to travel to work in a variety of locations throughout the metropolitan Tucson area whenever required.
- Ability to establish and maintain effective working relationships with United Way staff at all levels, volunteers from diverse backgrounds, donors, community partners, independent contractors, parents and others.

Thank you for your interest in this position. Please email resume and cover letter to:

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