



UNITED WAY OF TUCSON AND SOUTHERN ARIZONA Position Description

Director, Early Childhood Professional Development Full Time, Exempt April 2021

Job Summary:

This is a full-time, exempt, grant-funded, professional position for a motivated individual with a high level of initiative and possessing expertise in early childhood education and/or professional development and grants administration. The Director, Early Childhood Professional Development reports to the Sr. Director of Early Childhood Professional Development. This position provides support for all strategies and tasks associated with early childhood education professional development initiatives, event outreach and other projects as assigned.

The Director, Early Childhood Professional Development should demonstrate excellent communication, computer, and organizational skills. In addition, this individual develops and oversees contracts for Great Expectations for Teachers, Children, Families and Communities, with multiple consultant agreements and seventeen (17) Communities of Practice (CoP). The Director plans and coordinates activities in collaboration with local agencies, and the Great Expectations team, that deliver services to children, youth, families, and seniors.

A high degree of self-direction and initiative is required to be successful in this role. 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.

Salary Range: \$48,000 to \$50,000

Note: This is a grant-funded position.

Responsibilities:

Program Management and Implementation

- With Senior Director manages First Things First grant activities of Great Expectations for Teachers, Children, Families and Communities.
- Assists with oversight and development of contracts, and directs project monitoring of Great Expectations for Teachers, Children, Families and Communities sub-grantees and consultants.
- Ensures that Communities of Practice Coordinators from sub-grantee agencies perform duties in accordance with United Way and First Things First policies and procedures.
- Provides technical assistance to Great Expectations for Teachers, Children, Families and Communities partners in carrying out assigned projects.
- With Senior Director, compiles and summarizes data from partners' monthly reports and prepares reports for First Things First, The Regional Partnership Councils and other internal and community audiences, according to assigned deadlines.
- Directs and supervises the work of the Senior Program Manager.
- Participates in and provides staff support for inter-agency meetings related to the implementation of the First Things First grants.
- With Senior Director for Early Childhood Professional Development, coordinates professional development activities.

- Oversees maintenance of project files, reviews sub-grantee invoices for accuracy and prepares reimbursement documents for submission to First Things First.
- Assures that all grant and financial procedures and payments to partners are in compliance with policies and procedures regulating United Way operations and the Sub-Grantee Agreements.
- Provides planning and staff support for FFK or other community meetings as needed.
- Prioritizes responsibilities and assignments and completes timely reports.
- Provides technical assistance and support in several project areas.
- Responsible for monitoring overall budget for Professional Development spending in collaboration with United Way finance staff and Senior Director for Early Childhood Professional Development.
- Collaborates with the United Way finance team to assure that all program and financial procedures are accountable to financial requirements and regulations for each grant and/or account.
- Creates, modifies and maintains special letters, memos, databases and reports using word processing, database, spreadsheet and other software packages.
- Performs duties in accordance with United Way policies and procedures such as attending staff meetings, timesheets, and expense reports.

Contract Performance/Evaluation

- Develops a standardized reporting mechanism with evaluator for tracking outcomes for teachers and early education centers and provides data and reports as required.
- Designs and collects data from reporting documents for sub-grantees.
- Compiles and summarizes information from project data collection sources; coordinates and prepares reports as relevant to reporting timelines.
- Oversees the keeping, updating and maintaining of sub-grantee program files.
- Schedules meetings between and among representatives of various participating groups; sets and facilitates agendas; reviews and edits meeting notes.

Performance Evaluation

- Monitors the work of sub-grantees to ensure performance objectives and outcomes are met.
- Recommends corrective actions for contractors who are out of compliance.
- Compiles and organizes grant reporting of performance objectives and outcomes for First Things First Great Expectations for Teachers, Children, Families and Communities - Early Childhood Professional Development Systems grant.

Event Outreach

- Creates, manages, and coordinates activities related to public education and advocacy efforts with community projects.
- Oversees and manages the creation and dissemination of informational and promotional materials.
- Plans and participates in local community events and employer "fairs".
- Works with UWTSA Marketing and Communication staff to develop appropriate collateral materials.

Resource Development

- Researches funding opportunities and develops grant proposals.
- Develops positive working relationships with government and philanthropic organizations.
- Participates in United Way resource development activities to support the work of Resource Development Division in securing resources and carrying out special events and projects (e.g., Days of Caring, Tucson Festival of Books, and Community Impact events).

Coordination/Customer Service

- Collaborates with coworkers at United Way by participating in internal committees to develop strategies and partnerships that result in changing community conditions, as well as supporting continuous internal organizational improvement.

- Provides excellent customer service as a component of all job duties.
- Establishes and maintains effective working relationships with United Way staff at all levels, volunteers from diverse backgrounds, donors, community partners, independent contractors and others.

Other Duties as Assigned

Qualifications, Skills and Abilities:

- Bachelor's degree in education, public administration, social work, human services or related fields.
- Minimum two years of experience in human services, early childhood education/professional development, and/or related field.
- Knowledge about the early childhood education field.
- Excellent computer skills and excellent oral and written communication skills
- Demonstrated ability to use Word, Excel, PowerPoint, Zoom and TEAMS.
- Demonstrated customer service, problem solving, research and information management skills.
- Demonstrated ability to tactfully handle stressful situations, negotiate and resolve conflicts, maintain confidentiality and to respect and observe organizational protocols while maintaining professionalism.
- Demonstrate ability to work in a culturally competent manner with diverse populations and ability to research develop and evaluate culturally relevant content.
- Ability to travel to work in a variety of locations throughout the metropolitan Tucson area and Pima County whenever required.
- Must possess a valid driver's license, current auto insurance, daily access to reliable vehicle and able to occasionally lift up to 30 pounds.

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

hr@unitedwaytucson.org