



Job Title: CHIEF IMPACT OFFICER

FLSA Status: Exempt –Full Time

Summary of Job:

Headquartered in Grand Rapids, Early Learning Neighborhood Collaborative has implemented the ELNC model within three communities- Grand Rapids, Battle Creek and Kalamazoo. The Chief Impact Officer (CIO) is a senior leadership position, reporting to the President and CEO, providing strategic leadership, management, and guidance to ELNC Project Directors ensuring fidelity to the core components of ELNC model (Two Generational, Culturally Relevant and Place-Based).

The CIO will ensure that ELNC’s impact and leadership goals and objectives are achieved and will participate with Executive Leadership in development and implementation of ELNC’s strategic plan. The CIO will be an experienced change maker, be a leader within nonprofit, civic and social sectors in the region and beyond.

Chief Impact Officer reports to the President and CEO

Direct Staff Supervised:

Project Director-Grand Rapids, Project Director-Battle Creek, Project Director-Kalamazoo and Family Engagement Director.

Other Key Relationships:

The Chief Impact Officer will work closely with the Chief Operating Officer and interact and develop relationships with ELNC Staff, partners, parents, community partners, volunteers and other community early childhood program peers.

Essential Job Functions:

1. Ensure fidelity to the core components of ELNC model (Two Generational, Culturally Relevant and Place-Based).
2. Deploy resources efficiently and effectively toward organizational goals, working with staff to balance workload and effort, and provide regular feedback so that key staff can continuously improve their supervision and mentoring skills.
3. Create and support a high performing culture in the program department aligned with ELNC core values: confidence, discipline, and professionalism. Develop a team-based environment to motivate and inspire staff to work collaboratively toward vision and goal, by clearly communicating agency vision, implementing yearly staff development plans and mentoring.
4. Establish annual program, departmental and staff goals and objectives and track results against these goals as well as accountability protocols.

5. Participate in the budget development process and maintain a high level of fiscal responsibility.
6. Provide information and support to Fund Development/Communications team to secure funding and communicate effectively about programmatic issues.
7. Under the advisement of the Board of Directors and in partnership with the President and CEO and Chief Operating Officer, implement ELNC's strategic plan, as well as develop and implement new initiatives that reflect the organization's mission.
8. Serve as liaison to key Early Childhood Education systems at local and state level.
9. Ensure the delivery of qualitative and quantitative goals and outcomes of programs and services.
10. Coordinate and analyze the appropriate data to inform the programmatic and operational decision-making process.
11. Participate in appropriate Board of Directors committee meetings and work directly with committee chair. Attend and participate at Board of Directors meetings and other functions that may apply.
12. All other duties as assigned.

Essential Competencies Required:

- Flexibility/Resilience – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- Ability to Multi-Task – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level ample opportunities for supervisor to adjust deadlines.
- Results-Oriented Thinking and Behavior – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally is focused on getting the best results for actions taken; does not settle for mediocrity.

Knowledge, Skills and Abilities:

- Knowledge of complex helping systems, professions, and organizations and how they affect children and family welfare, and the multiple uses of such systems, professions and organizations to deliver services.
- Knowledge of safety regulations, practices and procedures.
- Ability to work well with others in a team approach.
- Ability to communicate effectively, both orally and in writing.
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.

Additional requirements of the position:

- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed.
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations.
- Walking, standing, bending, and carrying of small and light objects.

Minimum Required Education and Experience:

- An ideal candidate will have a minimum of Bachelor Degree (Master's degree preferred) in Education, Business, Social Work etc. or related field
- Experience Required: Minimum of 5-7 years experiences leading collective impact organization or systems-change efforts in early childhood education to improve children's outcomes from birth to five.
- High level of proficiency in digital skills is required.
- Knowledge of computer web-based programs, Word, Excel and PowerPoint
- Proven Self Starter