



Job Title: ELNC-GR PROJECT DIRECTOR

Location: Hall Street & Bridge Street Office

Employment Status: Full-Time; Exempt

Salary Classification: Executive Leadership

Summary of Job:

The ELNC-GR Project Director is responsible for overall management of ELNC-GR including liaising with funders; coordinating and leading Partner Advisory Board; supervising members of the ELNC-GR team; and overseeing implementation, financial and administrative oversight, reporting, and monitoring and evaluation of ELNC-GR. The ELNC-GR Project Director will also interface with other ELNC Community Project Directors.

Direct Supervisor:

The ELNC-GR Project Director reports to the Chief Executive Officer.

Direct Staff Supervised:

The ELNC-GR Project Director oversees and provides support to the Key Leadership Team (Education Director, Family Engagement Manager, Program Director, and Shared Services Manager)

Other Key Relationships:

The ELNC-GR Project Director will also interact with and develop relationships with other ELNC Staff, partners, parents, community partners, volunteers and other community early childhood program peers.

Essential Job Functions include but not limited to:

1. Plan, direct, coordinate, and lead activities of ELNC-GR to ensure that goals and objectives are accomplished within the prescribed time frame and funding parameters.
2. Interface and coordinate with ELNC-GR Partner Advisory Board to ensure all programs are aligned with ELNC mission and vision and meet the quality standards of the ELNC brand.
3. Responsible for supervision of ELNC-GR Leadership Team.
4. Review reports prepared by ELNC-GR project personnel and make recommendations as needed to modify plans.
5. Prepare and review project reports for presentation to ELNC Chief Executive Officer and Board of Directors.
6. Confer with ELNC-GR personnel to provide technical advice and to resolve problems.
7. Coordinate project activities and communication with other ELNC Community Project Directors.
8. Represent ELNC-GR within local, regional, state and national agencies; educational institutions;

nonprofit organizations; and private sector business interests related to early childhood education programs.

9. Lead local fundraising efforts.
10. Oversee budget, ensure financial accountability.
11. Recognize and solve potential problems and evaluate project/program effectiveness.
12. Provide program content expertise, which will include delivering public presentations about the ELNC-GR and communicating its purpose, value and importance to the community.
13. Perform other duties as necessary to ensure fidelity to the ELNC model.

Essential Competencies Required:

- **Commitment to ELNC Vision and Mission-** The ability to understand, communicate and incorporate the ELNC Vision and Mission into behaviors and attitudes all ELNC staff are expected to exhibit while performing their job responsibilities.
- **Culturally Competent-** The ability to understand, communicate with, and effectively interact with people across cultures.
- **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 of mediocrity.

Knowledge's, Skills, And Abilities

- Understanding of and passion for the mission of ELNC
- Knowledge and experience managing public or non-profit program
- Knowledge and experience in the organization, management, and administration of Early Childhood Education Programs
- Ability to plan, organize and direct the functions of staff
- 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
- Skill in conducting interviews to establish the nature and extent of concerns/issues, provide professional assistance to families or staff, and determine appropriate referral services/opinions
- Ability to work well with others in a team approach
- Skill in the use of automation software and related equipment
- Ability to communicate effectively, both orally and in writing

Required Minimum Education and Experience:

- Bachelor's Degree in Education, Business, Public Administration or other related fields
- Three to five years' in planning, implementing and/or administering an educational, public or non-profit program
- Knowledge of computer web-based programs, Word, Excel and PowerPoint

Preferred Education and Experience:

- Master's Degree
- Five years' experience in planning, implementing and/or administering an educational, public or non-profit program

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