



**Job Title:** IMPLEMENTATION DIRECTOR

**Location:** Grand Rapids, Battle Creek, and Kalamazoo

**Employment Status:** Full Time; Exempt

**Salary Classification:** Director

**Summary of Job:**

The Implementation Director is responsible for helping ELNC communities of impact (Grand Rapids, Kalamazoo and Battle Creek) better understand the ELNC Model and assure that the model is implemented with fidelity.

**Direct Supervisor:**

The Implementation Director will report to the Chief Executive Officer

**Direct Staff Supervised:**

Quality Assurance Coordinator

Interns

**Other Key Relationships:**

The Implementation Director will interact and develop relationships with ELNC staff, partners, parents, community partners, volunteers and other community early childhood programs.

**Essential Job Functions include but not limited to:**

ELNC Model

- Serve as primary liaison between ELNC and other communities seeking to replicate ELNC in their community.
- Lead and support communities' journey towards Implementation of the ELNC Model
- Assure that ELNC Model is implemented effectively
- Train All partners on the ELNC Implementation manual
- Lead the annual review and update of the implementation manual
- Establish and manage a robust monitoring, analysis, and evaluation systems with well-defined results, milestones and targets inclusive of Continuous Quality Improvement practices.

- Issue timelines to correct areas of weakness, non-compliance, and deficiencies; issues follow up reports.
- Develop and implement a written quality assurance and performance evaluation plan in conjunction with the Board of Directors and Policy Council.
- Facilitate quarterly meetings and strategy sessions to stay informed on priorities, raise issues and provide feedback.
- Complete mock audits within ELNC communities.
- Provide periodic and timely feedback to other project team members regarding barriers to success and possible program enhancements to address those challenge
- Works with Data Department to ensure that needed data is being collected and tracked appropriately
- Monitor all ELNC sites for quality assuring that each community programs meets or exceed program standards.
- Serve as primary liaison to all Technical Assistance for Social Change (TASC) consulting requests
- Lead ELNC efforts towards Cultural competency and Racial Equity
- Develop training materials for presentation/co-lead professional development as requested
- Conduct data collection and research on ELNC Impact communities as requested
- Adheres to all guidelines contained in ELNC Employee Handbook
- Perform other duties as assigned by the Chief Impact Officer and/or Chief Executive Officer

#### **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 deadliness.
- **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, 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
- Skill in conducting interviews to establish the nature and extent of concerns/issues, provide professional assistance to families or staff.
- Ability to work well with others in a team approach
- Knowledge of computer software programs for the management and manipulation of data
- Ability to communicate effectively, both orally and in writing
- High level knowledge of data collection and statistical principles
- Ability to use logic and scientific rules and methods to solve problems

**Minimum Required Education and Experience:**

- Bachelor's Degree and demonstrated ability to handle detailed oriented tasks. 3-5 years of Experience in educational compliance role.

**Preferred Education and Experience:**

- Master's Degree

**Additional requirements of the position:**

- **Position requires traveling to Grand Rapids, Battle Creek, and Kalamazoo**
- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed.
- Walking, standing, bending, and carrying of small and light objects
- Valid Driver's License