



**Project Director Job Announcement**  
November 8, 2021

Early Childhood OC is an organization dedicated to promoting the Early Childhood Policy Framework across sectors to ensure Orange County attains economic and social benefits by prioritizing children and families. The framework is based on the belief that Orange County prospers when its children are valued, nurtured, healthy and thriving, and when the systems involving young children and their families are functioning well. Since local and countywide policies and practices can impact the strength and quality of a child’s relationships and environments, the Early Childhood Policy Framework was developed to provide a common language to improve coordination and serve as a ‘north star’ to guide planning and decision making.

We are fiscally sponsored by Charitable Ventures which provides fiscal, human resources, and program support.

The Early Childhood OC Steering Committee is seeking a dynamic professional with deep experience to serve as Project Director to promote the Early Childhood Policy Framework, to engage broadly with the Orange County community, and to facilitate and manage the work of a steering committee and working committees: communication and engagement, resource development, and policy and advocacy. The Project Director will be based out of a home office.

Employment for this position beyond current Grant/Contract funding is contingent upon continued funding. This is an exempt, full-time position with a salary commensurate with experience. Benefits include twelve paid holidays and paid time off.

**Essential Functions and Responsibilities:** The main categories consist of the following: other duties may be assigned:

<p><b>Outreach and Engagement of Potential Partners</b></p>	<p>Working with the Outreach and Communication Committee:</p> <ul style="list-style-type: none"> <li>• Identifying, contacting, and communicating with organizations that are currently not engaged in the Framework, to encourage them to align with the Framework.</li> <li>• Maintaining “Champion” and “Supporter” programs and giving presentations to potential partners (individuals and groups).</li> <li>• Supporting the fulfilment of the Early Childhood OC Equity Statement, including recruiting partner organizations represented and led by people of color.</li> </ul>
<p><b>External Communication to Wider Audiences</b></p>	<p>Working with the Outreach and Communications Committee &amp; Communications Associate:</p> <ul style="list-style-type: none"> <li>• Developing and maintaining website</li> <li>• Communicating with media</li> <li>• Oversee all media communication including website and social media</li> <li>• Developing general marketing collateral</li> <li>• Conducting outreach to wider community</li> </ul>
<p><b>Revenue Development and Budgeting</b></p>	<p>Working with the Resource Development Committee:</p> <ul style="list-style-type: none"> <li>• Securing funding for the Organization, including developing a case statement, writing grants (or coordinating grant writing), administrating</li> </ul>

	<p>the organizational membership program, and promoting individual giving.</p> <ul style="list-style-type: none"> <li>• Working with partners to expand the funding for early childhood programs in Orange County.</li> <li>• Developing and maintaining organizational budget</li> <li>• Allocating resources.</li> </ul>
<b>Policy &amp; Advocacy</b>	<p>Working with the Policy and Advocacy Committee:</p> <ul style="list-style-type: none"> <li>• Advancing awareness of the Framework and early childhood issues for effecting policy change. Include working with elected officials and may encompass some work with County administration.</li> <li>• Developing content for advocacy pieces.</li> <li>• Writing advocacy letters</li> </ul>
<b>Funding, Contracts, and Grants</b>	<ul style="list-style-type: none"> <li>• Manage grant funding and contract awards</li> <li>• Ensure Scope of Work (SOW) and deliverables are met for each funding source</li> <li>• Manage grant priorities and deliverables</li> <li>• Submit reports to funders</li> <li>• Submit invoices for payment</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Administrating the day-to-day operation of the project</li> <li>• Reporting to, and communicating with, the fiscal sponsor</li> <li>• Engaging and overseeing contracted vendors</li> <li>• Reviewing and approving financial reports from fiscal sponsor</li> <li>• Reporting to and communicating with the Steering Committee</li> <li>• Supervision, performance review and oversight of staff</li> </ul>
<b>Internal Communication with Current Partners</b>	<ul style="list-style-type: none"> <li>• Communicating via e-mail and phone with organizational representatives</li> </ul>
<b>Meeting Convening and Facilitation</b>	<ul style="list-style-type: none"> <li>• Scheduling, preparing for, facilitating, and reporting on all formal meetings of the Organization, including the full Committee and all working groups.</li> </ul>

### **Minimum Qualifications**

- Well-connected in the Orange County, CA community
- Effective communication skills, both verbal and written
- Ability to manage and organize multiple projects and work groups simultaneously
- At least 3 years of experience in a non-profit environment
- Having a collegial attitude with a willingness to work with many different people
- Flexibility and willingness to work in a changing environment
- Passion for the importance of Early Childhood
- Some knowledge of Orange County, including the geography, culture, and systems
- Excellent organizational skills
- Strong oral and written English communication skills

### **Preferred Qualifications**

- Fundraising and grant-writing experience
- Knowledge of evaluation procedures and key data sources
- Knowledge of social media platforms and communication techniques
- Basic familiarity with Web design
- Supervisory/management experience

### **Education and Experience Required:**

- Bachelor's degree required in a human services, education or health field (Master's degree preferred)
- Minimum of three years in a non-profit environment and well connected in the Orange County, CA community.

## **Competencies**

To perform the job successfully, an individual should demonstrate a high level of skill in the following areas:

### **Critical Thinking**

Analysis  
Evaluation  
Diagnosis

### **Presentation Disciplines**

Verbal and Written Communication  
Management Skills

### **Interpersonal Strategies**

Collaboration  
Innovation  
Resourcefulness  
Diplomacy

### **Technical Expertise**

Research  
Computer skills

**Supervisory Responsibilities:** The Project Director oversees all hiring or firing, performance reviews and personnel issues.

**Confidential Information:** Employees holding this position will have access to client financial data and proprietary program design and intellectual property and, therefore, they must pay particular attention to the Client Confidentiality section of the company's Employee Handbook.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to sit, speak, hear, stand, and walk. The employee is frequently required to use hands to keyboard. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

**Work Environment:** The noise level in the work environment is usually moderate. While performing the duties of this position, the employee is occasionally exposed to outside weather conditions when driving to and from meetings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **To Apply:**

Please send resume and cover letter by December 1, 2021, to: [info@earlychildhoodoc.org](mailto:info@earlychildhoodoc.org)