



## **DIRECTOR, CHILDCARE BUSINESS INCUBATOR**

### **Summary of Position:**

The Director will lead CIELO's childcare business incubator by expanding on the success of a pilot program launched in the summer of 2022. In collaboration with the Executive Director, staff, and strategic partners, the Director will create a vision for the incubator, develop a strategic plan, and coordinate the implementation. This position will also be responsible for program management, logistics, and evaluation, along with ambassadorship of the initiative externally.

### ***Your Why:***

- You deeply value a mission bigger than yourself; an organization rooted in *Trust, Empathy, Innovative, and Accountability*; and, service to under-resourced communities.
- You have a passion for childhood development, the entrepreneurial mindset, community empowerment, and social and economic justice.
- You desire to play a key leadership role within a growing organization focused on impacting people, community, and the economy.
- You possess strong trust-building abilities with diverse groups of team members, partners, community stakeholders, and clients.
- You are interested in building on your program/project management and people skills in a fast-paced and entrepreneurial organization.
- You embody the entrepreneurial spirit by excelling in identifying problems, creating opportunities, and taking on the challenge of seeking solutions, all in collaboration with others, to create meaningful social and economic results.

### **Responsibilities**

#### Leadership

- Provide leadership, strategy, and oversight of childcare business incubator programs and operations.
- Serve on the leadership team and assist on essential internal activities such as: Financial oversight; Strategic thought partnership with the ED to expand reach and impact.

#### Operations

- Develop goals and monitor progress towards them.
- Enhance data management and leverage data to improve effectiveness and efficiencies.
- Build structure and processes to deliver outstanding customer service to clients and partners.
- Support strategic cross-functional/-organizational initiatives.

#### Programs

- Manage all program tasks of the current pilot Childcare Business Program, including: meeting logistics with collaborative partners; case management and client services development; and program planning/logistics/instruction/evaluation.



- Research models and identify best practices to build upon the design and implementation of the pilot program.
- Conduct community needs assessments in new regions with residents and community based partners; Compile data and report findings to community stakeholders.
- Leverage data to track the progress and success of programs; and to continue enhancing effectiveness.

### **Qualifications**

#### Knowledge & Skills

- Strong project management, communication and people skills.
- Experience with managing multiple tasks and the ability to adapt to changing priorities.
- Experience with Google Workspace, CRM platforms, and project management software.
- Entrepreneurial, self-directed, and able to work within a fast-paced environment with minimal supervision.
- Commitment to CIELO's mission and to diversity, equity, and inclusion and comfort working with people from all racial, ethnic, and socioeconomic backgrounds

#### Education & Experience

- 3-5 years of program or project management in a leadership role preferred.
- Early childhood development, social work, or business ownership experience preferred.
- College degree in social work, child development, business, or related field preferred.
- Values-based individual with a kind, enthusiastic, positive, and curious energy.
- Ability to naturally interact with and respect a diverse group of people.
- Bi-lingual (Spanish and English) required.

### **Salary & Benefits**

- Salary will range from \$70k-90k, depending on experience
- Benefits include: generous vacation benefits, healthcare, and flexible remote work.

### **Apply**

- If you think this sounds like your next opportunity, email: [info@cielocommunity.org](mailto:info@cielocommunity.org).
- Include "Director, Childcare Business Incubator" in the subject line, and attach your resume and cover letter.
- Deadline to apply is September 21, 2022.