

Job Title: Child Development Program Director

Reports to: VP, Children and Family Services

Job Status: Salaried / Exempt

Job Summary: The Child Development Program Director manages the Community Action Marin Child Development Program which provides high-quality toddler, preschool, afterschool and summer programs in seven (7) sites for over 500 low-income children each year. Under supervision of the VP of Children’s Services, the Program Director is responsible for developing and managing an annual budget of \$6 million, goal setting, fund development and external relations. Community Action Marin seeks candidates with a broad skillset who are passionate about education equity and social justice and are excited to work in a fast-paced work environment that values creativity in problem solving.

Primary Responsibilities

- Responsible for planning and program development, grant and contract compliance, financial oversight and budget development, and external relations.
- Oversee seven (7) child development centers to ensure that each site accomplishes program goals and objectives and complies with state laws, agency policies and the requirements of various funding sources.
- Directly supervise five (5) Site Supervisors and indirectly supervise approximately eighty (80) teaching staff including working with Service Employees International Union to address issues that affect compensation and working conditions.
- Facilitate professional development of program and administrative staff.
- Implement agency-wide goals to bolster collaboration and communication across Community Action Marin’s programs, and work to ensure that employees and clients are familiar with services at other agency programs.
- Work with agency staff to build and nurture effective working relationships with government agencies, community organizations, coalitions and foundations.

Required Qualifications

- Prior administrative and supervisory experience in a child development program.
- Must possess or be eligible to receive a Child Development Director Permit, meeting all permit requirements.
- Knowledge of Federal, State, and private funding patterns and procedures.
- Fully understand budget development, monitoring and fiscal aspects of program management.
- Ability to communicate effectively in writing and orally to staff, agency management, Board of Directors parents and external organizations.
- Well-developed organizational skills.
- A strong commitment to social justice, educational equity and the program’s mission to provide high quality child development programs to serve low income working families.
- An innovative mindset that values teamwork and collaboration internally and with external partners.
- Desire to learn new technical tools, including database management software.
- Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in our work.

Desired Qualifications

- Spanish language proficiency.
- Prior experience with grant writing or fund development.
- High degree of sensitivity to and understanding of individual and group dynamics.
- A demonstrated interest to build and manage coalitions and leverage partnerships to achieve goals.
- Knowledge of relevant management systems and styles.

Physical Requirements

- Ability to sit, walk, stoop and stand intermittently.
- Ability to reach overhead, grasp, push and pull objects such as files and file cabinet drawers.
- Lifting, raising or lowering an object from one level to another (includes upward pulling) 10-25 lbs.
- Carrying: Transporting an object, usually holding it in the hands.
- Manual dexterity required for computer work.