



Job Description – Executive Director/Policy Director

Job Summary: The Executive Director/Policy Director works directly with the NC Early Education Coalition’s (Coalition) Board of Directors and Coalition staff to build a strong, sustainable organization and to advance policies, programs and funding to support young children’s healthy development and early learning. This position will work collaboratively with the Board of Directors, Policy Committee, staff, Coalition members and lobbying team on early childhood policy development and advancement. This position reports to the Coalition Board of Directors.

Executive Director Job Responsibilities and Duties

Provide organization and staff leadership for the Coalition

- Articulate and routinely communicate the organization’s mission, vision goals, values and work to key stakeholders, donors, board members, the early childhood education community and general public
- Maintain a strong working relationship with individual board members, board committees and the board as a whole
- Attend all board meetings
- Ensure the organization has in place the operational, financial and personnel policies needed to support its effectiveness, safety, solvency and fairness
- Maintain a strong ability to work with diverse people and organizations, advancing the Coalition’s work while respecting diverse approaches and opinions
- Demonstrate supportive, responsive and compassionate leadership with staff, board and partners
- Hire, supervise/support and terminate Coalition staff, as necessary

Ensure the financial solvency of the Coalition

- Work with the board to develop, maintain and adhere to an annual organizational budget
- Work with Board treasurer and financial management firm to ensure regular and timely financial reports are made to the Board
- Ensure that IRS guidelines around lobbying limitations are followed
- Work with Board treasurer and financial management firm to submit annual 990 to IRS
- Ensure that the Coalition files for reimbursement for any paid sales tax
- Ensure all reports to the NC Secretary of State and IRS are made in a timely manner

Identify and develop funding opportunities through foundations, corporations and internal fundraising activities

- Help identify and develop potential funding opportunities to strengthen and sustain the Coalition’s work with a focus on funding that supports the policy agenda
- Develop and write funding applications with support from staff and board
- Build strong relationships with current funders to gain their future support and/or their recommendation of the Coalition as a good organization in which to invest
- Work with the Board and Administrative Director to support the Coalition’s fundraising activities.
- Work with the Fundraising Committee of the board to develop and implement an annual fundraising plan
- Work with staff to prepare and submit all grant reports in a timely manner

Policy Director Job Responsibilities and Duties

Develop Coalition annual policy agenda

- Develop annual comprehensive early childhood education policy agenda in partnership with the Coalition Board, staff and early childhood stakeholders.
- Research and prepare informational materials, factsheets, outreach materials, etc. to be used to educate and increase awareness among Coalition membership, public policymakers, early childhood stakeholders and the general public about issues related to early childhood healthy development and early learning
- Develop advocacy campaigns, strategies and action alerts through the Coalition's Action Center.
- Convene the Coalition's Policy Committee at least 4 times a year to inform them of current issues and to seek guidance around strategy and issue development.
- Provide regular information about important early childhood issues to public policymakers, the Board, Coalition membership, the Coalition's Action Network and other early childhood stakeholders.
- Monitor federal and state early childhood legislative and administrative policy that affect young children's healthy development and early learning.

Oversee and work with our contracted lobbyists

- Work closely with any individuals hired to lobby on behalf of the Coalition.
- Establish the Coalition's public policy position and advocacy work on early childhood issues with particular emphasis on early childhood education each year
- Meet regularly with state policymakers to advance the Coalition's early childhood education and Think Babies NC policy agenda.

Build strong relationships with leadership of member and partner agencies

- Work with the Board and staff to conduct regular Coalition Membership and Think Babies network meetings, forums and communications.
- Support the Think Babies™ NC Alliance in the campaign development and promotion of its public policy agenda to support healthy beginnings, supported families, and early learning for young children, prenatal to age three.
- Maintain a working knowledge of significant developments and trends related to early care and education.
- Develop good working relationships with other policy directors and lobbyists employed by partner organizations.
- Meet regularly with leaders of partner agencies to discuss and develop shared policy positions on key early childhood issues

Represent the Coalition in national, state and community meetings and events

- Serve as the policy spokesperson for the Coalition
- Support community engagement and advocacy efforts, including annual Advocacy Day at the legislature.
- Present at and participate in national, state and local education related policy forums on early childhood issues.
- Assist with Coalition outreach events that may be during evening or weekends.

Other duties as assigned:

- Attend and present information at Coalition board meetings as requested.
- Support the Coalition's communications and social media campaigns.

Education and Experience Requirements: Requires a Master's Degree in Early Childhood Education, Social Work, Public Policy, Public Administration or related field or equivalent education and experience. Qualified candidate must have at least five years of experience and successful track record in leading the development of early childhood policy and advocacy efforts at the state or national level.

Required Skills:

- Significant understanding and prior experience in early childhood public policy, research and programs.
- Significant experience in nonprofit management
- A broad understanding of federal and NC specific early childhood public policy.
- Prior experience in working effectively with federal and/or state policymakers.
- Excellent communication and presentation skills and ability to bring technical policy information to policymakers, partners and the public in ways that are understandable and compelling.
- Collaborative team member committed to effective relationships and communications with Board, staff, partners and early childhood stakeholders.
- Knowledge and experience in organizing and supporting community engagement and advocacy training.
- Attention to detail and ability to manage multiple project components and timelines as well as track time spent on public education and lobbying.
- Strong initiative and personal organization skills.
- Knowledge of MS Office, including Word, Excel, PowerPoint, Social Media, and Internet Research.

Position Description: 40 hours per week, requires travel to meetings and events. Work hours are flexible to meet the requirements of the position.

Salary Range:

The NC Early Education Coalition offers a competitive salary and benefits package.

The salary range for this position is: \$68,000 - \$80,000 FTE.

Salary to be negotiated based on education, skills and previous experience.