



Job Description – Infant Toddler Early Childhood Project Manager

Job Summary: The Infant Toddler Early Childhood Project Manager works directly with the Coalition’s Board of Directors and staff to coordinate and manager all of the special Infant Toddler (IT) policies and programs supported by the Think Babies NC Alliance. This position focuses specifically on infant toddler child care and home visiting/parenting education policy development and promotion, public awareness, community engagement, and education and advocacy efforts with early childhood stakeholders and policymakers.

Job Responsibilities and Duties

Work collaboratively to:

- Manage the Implementation of the special IT Early Learning activities focused on expanding the supply of quality infant toddler care and family support programs.
- Develop and recruit external consultants and contractors to support the IT early learning activities.
- Lead and staff special stakeholder input strategies including focus groups, surveys, interviews, polls, or other stakeholder engagement activities.
- Provide leadership, guidance, and facilitation for special advisory committees, workgroups and other groups working on IT child care or family support projects managed by the Coalition or Think Babies NC Alliance.
- Support the development and promotion of the Think Babies Infant Toddler early learning and family support policy priorities.
- Monitor federal and state early childhood legislative and administrative policy that affect young children’s healthy development and early learning, particularly focusing on infants and toddlers.
- Research and prepare informational materials, factsheets, outreach materials, etc. to be used to educate and increase awareness about IT early learning and family support programs.
- Provide regular information about the importance of IT early childhood issues to public policymakers, the Board, Coalition membership, the Coalition’s Action Network and other early childhood stakeholders.
- Work closely with the Policy Team to support effective policy and programs to strengthen IT child care and family support programs.
- Participate in all Coalition led public awareness activities to support IT child care and family support issues.
- Present at and participate in national, state and local education related policy forums on IT child care and family support issues.
- Support community engagement and advocacy efforts, including annual Advocacy Day at the legislature.
- Develop effective working relationship with state, regional and local early childhood partners focused on IT child care and family support issues.
- Maintain a working knowledge of significant developments and trends related to early care and education.

Other Duties as Assigned:

- Attend and present information at Coalition board meetings as requested.
- Assist with Coalition outreach events that may be during evening or weekends.
- Support the Coalition's fundraising efforts.
- Support the Coalition's communications and social media campaigns.

Education and Experience Requirements:

Requires at least a Bachelor's Degree in Early Childhood Education, Social Work, Public Policy, Public Administration or related field, Master's degree preferred and at least five years of experience working on early childhood issues, preferably Infant Toddler issues, including project management, policy development, stakeholder engagement, and advocacy. Prior experience working at the state or federal level and managing multiple early childhood projects, and building effective relationships with early childhood stakeholders is essential to be effective in this position.

Required Skills:

- Significant understanding and prior experience in early childhood project management, public policy, research and programs.
- Prior experience in working effectively with national, state, or local early childhood stakeholders.
- Knowledge and experience in project management, including grant administration.
- Ability to conduct policy analysis, research and analyze data related to early childhood programs, policies and budgets.
- Excellent communication and presentation skills and ability to bring early childhood 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.
- Attention to detail and ability to manage multiple project components and timelines.
- Strong initiative and personal organization skills.
- Knowledge of MS Office, including Word, Excel, PowerPoint, Social Media, and Internet Research.

Position Description: Requires travel to meetings and events. Work hours are flexible to meet the requirements of the position. Requires North Carolina residency, and ability to work virtually.

Salary Range:

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

The salary range for this position is: \$52,000 to 65,000.

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