

Executive Director of Educare Flint & Flint Early Childhood Collaborative:

Flint Center for Educational Excellence

Exemption Status: Full Time, Exempt – Salaried (grant-funded position)

Position Summary

The Executive Director of Educare Flint & Flint Early Childhood Collaborative (the Executive Director) supports the Flint Center for Educational Excellence’s (the Center) mission of building a community that works for all Flint kids by partnering with families, school districts, researchers, and other stakeholders to support the efficient, effective, and collaborative delivery of coordinated early childhood services in Flint. In collaboration with the Vice President for Policy & P-20 Partnerships/Executive Director of the Center, the Executive Director will develop, recommend, and implement a strategic plan to improve the universal quality and accessibility of early childhood education services for Flint kids, leveraging the Center’s demonstration sites—Educare Flint and Cummings Great Expectations—and coordinated enrollment partnership, 591-KIDS.

The Director will oversee the development, implementation, and scale of child-maternal health & nutrition and kindergarten transition strategies by managing the activities of the Early Childhood Special Projects Manager. As part of the Center’s senior leadership team, the Executive Director will ensure the Center fulfills its dual purpose of building a community that works for all Flint kids and serving as a catalyst for other communities to do the same by engaging policymakers to advance public policies that improve the quality and accessibility of early childhood education services in Flint and beyond.

About the Flint Center for Educational Excellence

The Community Foundation of Greater Flint currently serves as fiscal sponsor for the Flint Center for Educational Excellence and will lead the pilot phase of its work until it becomes an independent entity. As a result, the workplace culture will be that of a dynamic start-up organization with team members proactively establishing systems and processes to support the Center’s growth and development as a high-performing organization.

Major Responsibilities & Key Tasks

Leadership, Strategic Planning, Implementation and Oversight

- Ensures a culture of excellence, collaboration, quality assurance, and continuous improvement across the Educare and Cummings sites through a visible and passionate focus on the children and families served.
- In collaboration with the VP for P-20 Policy & Partnerships, create and continually update a strategic plan for the Flint Early Childhood Collaborative (FECC).
- Ensure that the strategic plan is implemented.
- Use program and outcome data to inform the strategic plan of the FECC.
- Monitor collaboration among partners to ensure all are meeting their obligations.
- Report key conclusions from annual assessments of program quality and child/family outcomes to the Advisory Committee and funders.
- Maintain and grow a sound financial base for the FECC through fundraising and resource development.

- In collaboration with early childhood partners, identify and implement strategies for using Educare and Cummings as platforms for change in practice and policy.
- Serve as a leader in the Educare Learning Network, ensuring Flint’s policies and practices promote the existing and emerging evidence base of the Educare model.

Fiscal Management

- Develop and recommend a budget for the Flint Early Childhood Collaborative, including resources to improve service delivery at Educare Flint and Cummings.
- Collaborate with GISD to develop an annual budget at Educare and Cummings sites.
- Monitor site revenues and expenditures in collaboration with the School Directors.
- Develop and regularly update capital expenditures budget and long-range fiscal forecasts for FECC, including needs for Educare and Cummings.
- In collaboration with CFGF, develop and implement fundraising plans to meet the funding gap between the approved program for Educare and Cummings and the available public funds.
- Develop, negotiate and expedite contracts on behalf of the FECC.
- Develop and manage grants that support the FECC.
- Prepare grant reports for funders of the FECC.

Program Operations Oversight

- Ensure the coordination of all evaluation activities, including managing the contract for the FECC Research Program Partnership (RPP) and Local Evaluation Partner (LEP), as well as collaborating with the National Evaluation Partner (NEP) to ensure participation in Educare Learning Network evaluation activities.
- Provide collaborative leadership with the management staff of Educare and Cummings to support the efficient, effective, and collaborative delivery of services across both programs.
- Monitor and collaborate with the School Director at Educare to ensure that the Educare School is implementing core components of the Educare model.
- Coordinate with Director of Early Childhood Programs at GISD to develop a local, scalable, Educare-inspired model of high-quality early childhood education in Flint
- Work with the School Directors at Educare and Cummings to ensure coordination and collaboration exist between the two schools.
- Ensure that systems supports and resources are in place to address professional development, continuous improvement, program environment, and partnership related to (a) parent/family as primary nurture and educator, (b) parent/family connections to peers and community, (c) parents as adults (family well-being), and (d) parent/family as advocate and leader.
- Work closely with School Directors to ensure that the FECC’s systems, policies and processes respond respectfully and effectively to all cultures, languages, classes, races, ethnic background, religions and other diversity factors in a manner that recognizes, affirms and values the work of individuals, families, and communities, and protects and preserves the dignity of each.
- Use program data and other tools to convey to the public and policymakers the value of investing in quality birth to eight services for children at risk.
- Strengthen partnership relationships to provide outreach efforts to improve early childhood services throughout the City and County.
- Address and resolve facilities issues at Educare School.
- Collaborate with Superintendent or designee along with the leadership at Durant-Turri-Mott Elementary School and other Flint Community Schools elementary schools, and look for

opportunities to make programmatic connections between Educare/Cummings and the schools.

- Meet regularly with School Directors to ensure that programs make progress toward providing the highest quality early care and education services for Flint children, and serve as hubs for improving quality throughout Flint & Genesee County.
- Foster an environment of mutual respect and partnership between staff and parents by maintaining open communication.

External Partnerships & Government Relations

- Coordinate with the External Relations Manager to develop communication and marketing strategies, including online communication and website, to promote a positive image of the FECC in the community.
- Ensure the successful implementation and continuous improvement of the 591-KIDS coordinated enrollment system
- Represent Educare Flint and FECC with media, visitors, at special events and other public activities for promotion of the Collaborative's goals (including Educare and Cummings).
- Coordinate the Genesee Early Childhood Leadership & Advocacy Committee; make progress toward shared advocacy agenda.
- Participate in executive leadership activities, learning groups, and meetings of the Educare Learning Network
- Ensure that Educare Flint remains in good standing with the Educare Learning Network.
- Represent the Collaborative at and/or serve on state and local government agency early learning committees.
- Regularly engage policymakers on the value of increased investments in early care and education, providing a minimum of one state-level legislative testimony and one local legislative testimony annually.

Educational & Experience Requirements

- Bachelor's degree required. Master's degree in early childhood education, education, child development, social work, education/social services administration, or related field preferred.
- Minimum 7 years of successful experience in administrative and/or supervisory positions.
- Prior program development, management, fund development, grants management, public policy, and evaluation experience.

Required Skills & Abilities

- Knowledge of developmentally appropriate practices for early care and education and current issues in the fields of education, early childhood development, and family support.
- Demonstrated ability to thrive in a highly entrepreneurial environment.
- Demonstrated experience balancing strategic thinking with program execution while managing multiple priorities.
- Knowledge of budget development and use of data to drive program improvement.
- Knowledge of basic principles and practices of strategic planning, program management and staff supervision.
- Proven knowledge of and commitment to progressive management practices, including team building, negotiation skills and collaborative decision-making.
- Ability to communicate in a manner that demonstrates and fosters cooperation, respect, concern and openness to change.
- Ability to lead an interdisciplinary team of professionals.

- Strong interpersonal and communications skills, including the ability to write clearly, speak in public forums to diverse audiences, and communicate effectively with stakeholders, staff and colleagues.
- Advanced knowledge of computer software, including but not limited to Microsoft Outlook, Word and Excel.
- Knowledge of Head Start Performance Standards and Early Head Start and Head Start programs, Great Start Readiness Program Michigan Child Development and Care Program, Great Start to Quality, and Michigan child care licensing preferred.

Compensation & Benefits

- Salary range: \$100,000-\$115,000 per year based on education and experience
- Competitive benefits package including 401(k), health, vision, and dental benefits