



**Associate Director, Early Childhood Education (ECE)
CHILDREN AT RISK (CAR)**

A vital member of a dynamic, statewide team, the Associate Director ECE, is responsible for supporting a growing, ambitious statewide initiative focused on Early Childhood in Texas, specifically equitable access to child care and the Early Education workforce.

We are seeking one or more passionate individual(s) with excellent attention to detail to join our team and support our mission to create systemic change for Texas children through monitoring and analyzing project progress, planning and implementing collaborations with child care partners and advocates, building a thorough understanding of Early Childhood policy and best practices, and participating in concept creation at the project level. The associate director will also assist in development of state, local and administrative policy, and provide oversight and guidance to team members for the Prenatal-to-3 (PN-3) project work.

This position will report to the Director of Early Education, will work on cross-sector initiatives and represent CHILDREN AT RISK during special program events and meetings. The successful candidate will follow the remote work plan that all C@R employees are engaged in throughout 2021 and should expect to have some in-person requirements in the future.

General Responsibilities and Essential Functions:

- Communicate clearly with a compelling voice aligned to the organization’s mission and brand.
- In collaboration with the CAR team, design and write pitch and cultivation materials for distribution online and in print - including video narratives, PowerPoint presentations, and printed materials.
- Contribute to and promote the overall strategy for the issue area and for C@R
- Quickly come up to speed on policy initiatives, child care infrastructure in Texas, and be willing to lead conversations with other experts, as necessary.

Key Responsibilities:

- Apply expertise on PN-3 policy and develop expertise on all other assigned elements
- Cultivate relationships with key stakeholders working in the PN-3 policy space in select states
- Engage with stakeholders in assigned states to track the development, adoption, and implementation of PN-3 policies
- Maintain information on state PN-3 policies in a database
- Identify and coordinate collection of state-level data to inform annual PN-3 State Policy Roadmap
- Contribute to production of other annual state-level Policy Roadmaps
- Perform other activities as may be required including supporting press conferences and C@R events.
- Work collaboratively with other team members, internally and externally, to build upon C@R’s significant presence across the state

Qualifications:

- Excellent, proven organizational skills and demonstrated record of successful deliverables.
- Strong critical thinking skills and problem-solving abilities
- Tenacity concerning details, urgency and organization
- Excellent communication skills, including the ability to synthesize complex concepts clearly and concisely both verbally and in writing.
- Exceptional interpersonal skills and an ability to work collaboratively and effectively with others in a team environment
- Able to come up to speed on new topics quickly, multi-task effectively, and produce high-quality work under time constraints
- Flexible and able to adapt to changing timelines and circumstances when needed
- Demonstrated ability to work in a highly collaborative environment
- Master's degree with major coursework in the field of assignment, plus at least three years of related experience preferred
- Must be able to prioritize multiple assignments and handle complex tasks in a fast-paced environment.
- Adheres to the highest ethical standards, demonstrates an empathetic disposition and perseverance; uses discretion and good judgment; reflects an optimistic and positive attitude, and conveys sensitivity to needs of donors, partners and colleagues.
- Ability to build strong relationships with various types of people, including senior leaders inside and outside the organization.
- Work experience in public policy, such as with state legislatures or advocacy organizations is a plus.
- Work experience conducting research on topics related to the early stages of development and/or the early education workforce
- 2-3 years of complex project management experience is required, and people management experience is a plus.
- Knowledge of MS Office, Google docs, Teams, SharePoint and other productivity software (including but not limited to word processing, spreadsheet, database, and email).
- Ability to motivate peers to meet ambitious goals.
- Special consideration given to diverse candidates who represent the communities and children that we serve.

About CHILDREN AT RISK

CHILDREN AT RISK is an active research and advocacy group dedicated to improving the quality of life of children through research, public policy analysis, community education, and collaboration. Our focus is on the whole child with significant work in ending child trafficking, strengthening public education, and increasing access to and use of federally funded meal programs. We are the leading source of accurate information on children's issues and an advocate and catalyst for change concerning the needs of all children. The position offers a competitive compensation and benefits package. Interested candidates should submit a letter of application, resume, writing sample and a list of three references via e-mail to **Gretchen Himsl, ghimsl@childrenatrisk.org**. Please include the words "Assoc. Director, ECE" in the subject line. The application deadline is rolling with applications being reviewed upon receipt.

CHILDREN AT RISK is an equal opportunity employer and does not discriminate against individuals on the basis of sex, gender identity, sexual orientation, age, disability, veteran status, religion, ancestry, color, race, ethnicity

or creed. We strongly seek candidates that believe in our mission and represent the diverse community and children that we serve.

CHILDREN AT RISK receives a high volume of resumes and reviews every candidate closely. As such, candidates will only be contacted if they are selected for an interview.