



Networks Program Manager

Position Length: 15 months

Posted: June 8, 2021

Position and Responsibility

This temporary (15 month) fulltime, grant-funded position requires an experienced professional who can: sustain and extend the vision and goals of the CAYL Institute's 11-Step Leadership Development Model; and manage the development and implementation of its social justice and leadership development grants.

The CAYL Networks Program Manager will organize, facilitate, and support a network of both emerging and established leaders in the field of early childhood education (ECE) who are working to achieve policy change. In conjunction with the CAYL team, the Networks Program Manager will develop, organize, and manage events; support and offer professional development experiences; and provide technical assistance and support to individuals and cohorts as they advance their policy agendas. Time-sensitive and thoughtful responses to network participants is essential, therefore, the successful candidate must have excellent written and oral communications skills. Knowledge of and commitment to systems change that supports young children and families is essential.

The Networks Program Manager will report directly to the CAYL CEO or her designee. Although initially a remote position, travel may be required for this position at a later time as pandemic related restrictions are lifted and physical contact with program staff and participants may become necessary. The Networks Program Manager will be available to develop, present, and supervise on-line and other training events during times that meet the needs of program participants, inclusive of weeknights and on rare occasions weekends.

DUTIES & RESPONSIBILITIES:

Programmatic

- Manage day-to-day operations of grant-funded leadership programs.
- Develop program strategies and activities in concert with grant intent and requirements and revised where necessary to meet changing needs and/or program requirements.
- Ensure program designs accurately reflect CAYL's mission, goals, and principals and consistently apply approved CAYL methodologies.
- Develop, implement, and facilitate on-line training curriculum.
- Assist in development of new LOI's, proposals and program addendums that expand CAYL's leadership development initiatives.
- Provide senior level support and supervision to staff and consultants attached to those programs.
- Organize networking and engagement events.
- Create quantitative and qualitative evaluative tools (e.g., satisfaction surveys, questionnaires, program, and participant characteristics, etc.)
- Oversee development and dissemination of communication and social media initiatives to assist marketing and support of programs.
- Develop, implement, and support community organizing and network engagement initiatives.
- Develop written protocols for program activities.
- Identify and forge relationships with community organizations, governmental agencies, and allies who can support, partner with, or participate in the programs.

Administrative

- Participate in team meetings.
- Meet regularly with the CEO or their designee.
- Set metrics to ensure accurate and timely completion of activities and requirements.
- Prepare quantitative and qualitative reports as required by funders.
- Assist in documentation of appropriate expenditure of grant funds.
- Ensure that project documents are complete, current, and stored appropriately.
- Maintain the confidentiality of all data that relates to staff, participants, partners, and collaborating agencies.
- Contribute program info. to the CAYL website.

REQUIRED QUALIFICATIONS:

Graduate degree in Education, Early Childhood Education, or a related field is required.

The candidate will have excellent project management skills, a strong ability to work well with diverse populations, outstanding written and verbal communication skills, and a demonstrated history (three years) of facilitating the work of other skilled leaders.

If you meet the qualifications, please send your CV and contact information to **bgadson@cayl.org**