



TITLE: Birth to Three Alliance Director

PREPARED DATE: November 2021

Status: Full time, exempt

Position description

Adirondack Foundation seeks a director for the Birth to Three Alliance (BT3) to strategically build on the success of the last six years in improving the lives of young children in the Adirondacks. The successful candidate will be a strategic thinker and collaborator with a passion for early childhood development who will lead the Alliance's highest priority activities while also envisioning and implementing changes to bring the alliance to the next level in operational effectiveness. The director we seek will increase the scope and depth of our reach, providing more centralized coordination of early childhood services across the Adirondack region of New York State. The director will initially work under the umbrella of Adirondack Foundation and will help determine the future structure and governance of the alliance.

Background

The Birth to Three Alliance is based on the premise that investment in early childhood services has a positive impact over a child's lifetime. Formed in 2014, BT3 is a coalition that supports a wide array of stakeholders focused on early learning, supports, and services. While not itself a direct service provider, BT3 has brought together over 200 cross-functional providers, many of whom had never met before, and who now work together to meet the needs of Adirondack children. BT3 has also successfully built a network of program advocates and funders, led implementation of innovative tools such as Small Grants for Small Children, and made key investments such as a regional QUALITYstarsNY specialist to increase the number of providers enrolled in this program to help ensure high-quality services for children. BT3 is also the recipient of a prestigious multi-year Pritzker Children's Initiative grant.

Vision: That all young children are healthy, learning, and thriving in families that are supported by a full complement of services and resources essential for success in school and life.

Current geographic scope: Clinton, Essex, Franklin, Hamilton, and northern Warren counties, and the Saint Regis Mohawk Reservation.

Objectives

Supported by a steering committee, a program volunteer with extensive experience, BT3 "advocate" donors and Adirondack Foundation, the Birth to Three Alliance Director will work with BT3 members to strengthen and promote the system of high-quality early childhood services including:

- Improving service delivery and collaboration to provide greater access to health, development and social-emotional supports for families with children.
- Increasing professional development and career pathways in order to improve access to affordable, high-quality child care.
- Strengthening the community's ability to screen all children for developmental disabilities and delays and link them to necessary supports and services.
- Increasing the priority and funding of early childhood within state and local governments.

Duties and responsibilities

- Develop a long-range plan for the Birth to Three Alliance and begin to implement related steps, which may entail identifying and reassigning pieces of the coalition work that can be carried out by other alliance members.
- Set annual goals and priorities to increase the collective impact of the early childhood ecosystem of the Adirondacks.
- Maximize connections and access to resources and expertise available through a multi-year national grant, as well as program donors and advisors, to strengthen the alliance in enduring ways.
- Pursue high-impact grants and track/measure progress of BT3 objectives and provide reports to grantors, funders, partners, and members.
- Help guide the Foundation's grantmaking activity related to early childhood services.
- Lead/coordinate advocacy efforts to inform local, regional, state and federal policymakers and encourage increased investment in early childhood and family supports.
- Lead/coordinate communication efforts to inform the region about the importance of the first thousand days of children's lives.
- Work with CFO to set and track program-related budget.
- Work with consultants as needed to ensure discreet projects are completed.

Experience, skills, and education

- Bachelor's degree required, along with a minimum of five years of professional experience
- Board and/or advisory committee management
- Public speaking, project management, advocacy, and facilitation skills
- Ability to synthesize and organize information with an attention to detail
- Ability to travel to meetings around the region and occasionally to conferences and other professional development opportunities outside of our region
- Coalition building, fundraising, and excellent communication skills needed to work with foundations, government agencies, legislators, and nonprofit leaders.
- Experience with early childhood education, family support, mental and/or physical health is a plus.

Preferred general skills & administrative duties

- Excellent attention to detail, problem-solving, project management and communication skills
- Strong collaboration and interpersonal skills
- Maintain confidentiality and the highest ethical standards
- Attend meetings of the Board of Trustees and other meetings as necessary.
- Participate in early childhood-related planning for future organizational growth and impact discussions; help implement relevant components of the strategic plan.
- Have an approach that yields pride, ownership, open communication, camaraderie, and respect among staff.
- Enjoy the trails and views at Heaven Hill Farm.

Personal qualities

- Strong initiative

- Executive leadership
- Judgment/discretion
- Team player
- Relationship builder
- Respectful communicator
- Creative
- Energetic
- Sense of humor
- Fundamental concern for others and passion for community

Physical demands

While performing the duties of this job, the employee is regularly required to talk and hear. Required to sit or stand for long periods and required to stand; walk; climb stairs; balance; bend; stretch; twist; reach with hands and arms; sit; use hands to finger, handle, or feel; and stoop, kneel, or crouch. The employee must occasionally lift, pull and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and distance vision. Continuous repetitive motions.

Work environment

This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

Position type/Location/Travel

This full time, exempt position, can be fully remote or hybrid. Some travel required for meetings and conferences.

Benefits

Health, dental, vision and life insurance; retirement.

How to Apply

Please send cover letter, resume, and three professional references via email to info@adkfoundation.org by COB Monday, December 20, 2021 and use the position title as the subject line.

Adirondack Foundation is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.