

# Job Description

## Coordinator



<b>COALITION MISSION</b>	Enriching the lives of young children and families by innovating for progress, collaborating for effectiveness, and advocating for investment.
<b>COALITION VISION</b>	A vibrant and prosperous New River Valley where children and families can thrive.
<b>LOCALITIES</b>	New River Valley includes the Counties of Floyd, Giles, Montgomery, and Pulaski, and the City of Radford.
<b>COORDINATOR'S PURPOSE</b>	The coordinator is responsible for development, management and oversight of Smart Beginnings New River Valley. The Coordinator serves as a leader and systems builder for advancing school readiness in the New River Valley by forging public and private partnerships that: build capacity for increasing school readiness; harness best practices; maximize resources and gain efficiencies; and secure outcome-driven investments so that every child is prepared for school, laying the foundation for workforce and life success.
<b>EDUCATION, EXPERIENCE, &amp; JOB EXPECTATIONS</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree, preferably in a health or human services field, early childhood education, business, public policy or public administration. Master's degree is desirable, not required.</li> <li>• Experience and proven success in coalition-building and creating collaborative opportunities among diverse groups of individuals and organizations is preferred.</li> <li>• Experience in nonprofit budget development, execution, and reporting.</li> <li>• Fundraising and/or grant writing experience.</li> <li>• Experience collecting and analyzing data.</li> <li>• Experience in management with increasingly complex administrative, supervisory and strategic planning responsibilities is desirable.</li> <li>• This is a part-time position, up to 30 hours per week.</li> <li>• The position will be housed with the New River Valley Regional Commission in Fairlawn.</li> <li>• Must be willing to travel throughout the New River Valley and to attend meetings throughout the workday, evenings or weekends, as needed.</li> <li>• Serve as the primary contact with the Virginia Early Childhood Foundation, the organization responsible for managing the Smart Beginnings model and establishing its direction.</li> <li>• Assure implementation and compliance with the responsibilities established by the Master Agreement between Virginia Early Childhood Foundation and SBNRV/NRVRC.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Skilled as a strategic, visionary thinker and innovator with an understanding of systems building at both local and state levels.</li> <li>• An understanding of systems building as a strategy for supporting community programs, leveraging resources, and developing innovative problem-solving policies.</li> <li>• Possesses an entrepreneurial outlook and ability to guide community achievement of goals described in the Smart Beginnings strategic plan. Demonstrated skill working with and building effective collaborations at the executive level within the business, academic, government and nonprofit arenas.</li> <li>• Possess an ability to quickly gain knowledge of early childhood development and health issues, with preferred knowledge of issues facing the local communities/region. Demonstrate an ability to develop successful strategies to address those issues.</li> <li>• Experience working with groups or communities to use data to guide decision-making, build focus, and set measurable short and long-term regional goals and strategies.</li> <li>• Possess a collegial leadership style and an ability to work effectively with community leaders, local governments, public and private entities and faith-based groups to improve the quality of and accessibility to early childhood development and health programs in the region.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Have competence in working effectively with a Leadership Council and volunteers to advance the interests of programs or systems.</li><li>• Interest in and knowledge about current research in the field of early childcare and education and ability to translate knowledge into best practices.</li><li>• Possess a proven record of leadership successes and a passion for advancing early childhood policy.</li><li>• Ability to effectively present information to senior level officials, public or community groups, and/or boards of directors, both verbal and written.</li><li>• Demonstrate knowledge, skill and success in generating financial support from both the public and private sectors. Develop, lead and support fundraising efforts; including establishing and maintaining beneficial relationships with major donors, corporate leaders, foundations and community partners.</li><li>• Show a commitment to uphold high ethical standards and promote sound business practices.</li><li>• Self-motivated, with ability to work independently with minimal supervision.</li><li>• Coordinate volunteers to support Smart Beginnings programs for youth.</li><li>• Ability to write reports and proposals.</li><li>• Demonstrated effective public speaking, media and relationship building skills.</li><li>• Ability to respond to common inquiries from service sector leaders or members of the business community.</li></ul> |
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<b>RESPONSIBILITIES</b>	<p><b><u>Promote a Regional Comprehensive Early Childhood System</u></b>  Cultivate and coordinate the effective functions of Smart Beginnings NRV including regional public-private leadership, strategic planning, collaborative cross-sector work groups, resource development, project management, implementation and evaluation in alignment with the Core Principles of Smart Beginnings.</p> <p><b><u>Mobilize Regional Leadership</u></b>  Engage and inform regional business, economic and workforce development leaders as key stakeholders. Build and support regional leadership capacity to plan and set strategic goals to advance early childhood efforts.</p> <p><b><u>Board and Community Relations</u></b>  Work collaboratively with the Leadership Council to set strategic goals, establish policies, and enhance human and financial resources to assure continued growth and success of the organization. Support the Leadership Council in establishing the focus, structure and direction of the organization by participating in meetings and providing reports and other information in a timely manner. Ensure that all committees are effectively supported to meet their objectives.</p> <p><b><u>Foster Cross-Sector Partnerships and Collaboration to Improve School Readiness</u></b>  Coordinate public/private partnerships in the areas of early childhood development as well as workforce development.</p> <p><b><u>Fund Development</u></b>  Lead development and implementation of a comprehensive and diversified fund raising plan to sustain and support the work of Smart Beginnings, including engaging Leadership Council expertise and connections, making application and presentations to routine and new funding sources, and preparing reports to funding sources as required. Coordinate grant writing to support strategic financing for early childhood efforts.</p> <p><b><u>Financial Administration</u></b>  Collaborate with the New River Valley Regional Commission to oversee the finances of the organization including developing and managing the annual budget, supervising the financial administration of Smart Beginnings funding to ensure fiscal accountability and adherence to best practices in accounting procedures, and defining and executing all Smart Beginnings contractual obligations, including subcontractors where appropriate.</p>
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