Position/Title: Manager of Early Childhood Initiatives  
Position Type: Exempt/ FTE  
Reports To: Chief Program Officer

Growing Home utilizes a place-based, dual generation approach to generate more equity, close the achievement gap, and stand with and lift up the voices of parents in southwest Adams County. Growing Home is a growth-oriented, data-driven organization that Nurtures Children, Strengthens Families, and Creates Community. Our Core Values are: Respect, Effectiveness, Learning, Collaborative Leadership, Professionalism, and Inclusiveness.

Description or Purpose of the Position: Manage programs and program staff related to a pipeline of services for children, ages 0-9, in accordance with the organization’s mission: to guide children and their families on the path to a brighter future. Ensure effective, evidence-based service provision by providing outstanding program staff management, program oversight, evaluation, reporting, and continuous improvement. The Manager of Early Childhood Initiatives seeks opportunities to increase impact and keep Growing Home’s children as the primary focus in the Blocks of Hope Initiative and each Growing Home program and service. This person generates ideas for improvement, advocates for children within Growing Home and the community, and creates connections between Growing Home services and partners to improve outcomes for children.

Responsibilities:
Program Management
- Manages Growing Home’s Nurturing Children programs: Parents as Teachers home visitation program, Seedlings, Incredible Years parent education program, early literacy activities, out of school time activities, as well as an annual school supply give away
- Maintains a data-driven focus to monitor impact of 0-9 pipeline programs and Blocks of Hope, including outcome evaluation and process improvement, and incorporates findings into ongoing improvement efforts
- Makes operational and tactical decisions regarding children’s programs on a day-to-day basis
- Recruits, hires, and supervises lead children’s program staff with Chief Program Officer
- Ensures program compliance with grant contracts and regulatory requirements such as training requirements for staff and reporting
- Utilizes data and research to manage for effectiveness and excellence
- Ensures children’s programs align with organizational goals, values, and vision; specific emphasis on health, wellness, education, that tie effectively with wrap-around supports
- Participates in organization’s management team
Program Evaluation and Development
- Ensures that programs and services create desired impact according to goals of the programs and organizational strategies
- Guides aspects of new program design, development, implementation and evaluation in conjunction with Chief Program Officer, Leadership Team, and the Program Committee as needed
- Keeps abreast of related research on child development, early and family literacy, school readiness/achievement gap, parenting, and effects on children in poverty
- Compiles and reports on program statistics on a monthly basis to Chief Program Officer
- Creates and maintains relevant, up-to-date training materials and opportunities for all program staff
- Imparts up-to-date information on children’s resources and referral agencies to appropriate staff members and families
- Oversees and implements new programs, services, and service streams
- Reports annually and as needed on each service to the organization’s Program Committee; makes recommendations for improvement or change

Community Representation
- Acts as liaison in developing and maintaining relationships with community organizations and potential partners (i.e. community organizations/collaborations; provider partners)
- Participates meaningfully in various community and early childhood organizations, events, and boards

Fiscal Management
- Ensures that all programs function within the approved budget and contracts

Qualifications:
- Masters Degree (Early Childhood Development, Education, Curriculum & Instruction, or other related degree) or Bachelors degree with equivalent experience
- Minimum two (2) years of experience in direct client work with children such as teaching, home visiting, social work, case manager, or related position
- At least two (2) years of supervisory/management experience
- Demonstrated expertise in early child development and early literacy
- Experience in data driven decision making, program development, and evaluation
- Flexibility and the ability to prioritize multiple responsibilities
- Creative problem solver and innovator
- Sensitivity and openness to diverse people and families
- Knowledge of issues surrounding child and family poverty
- Fluent in either Spanish or Vietnamese

Culture of Philanthropy:
- Participate in the Growing Home’s culture of philanthropy by inviting two (2) people on a tour annually
- Assist with promoting organizational image/brand and representing the organization’s core values
- Provide a welcoming environment for clients, donors, and volunteers

Salary and Benefits:
• Salary commensurate with experience ($40,000-$42,000)
• Health and life insurance
• Employee wellness program
• Paid vacation, sick days and holidays
• Optional 403(b) plan with match after 12 months
• Positive, diverse, friendly workplace culture
• Growing organization; ongoing opportunities for professional growth and development

**Start Date:** Spring 2016

**To Apply:**
Please send resume and cover letter to careers@growinghome.org with the job title in the subject line.