

**FIRST STEPS KENT
Position Description**

Position Title: Great Start Collaborative Director	Job Grade:
Department: First Steps Kent	FLSA Status: Exempt
Supervisor: First Steps Executive Director	Approval Date: July, 2015

PART I: DESCRIPTION OF POSITION

Position Summary:

The Great Start Collaborative (GSC) Director provides overall leadership in the development and implementation of the GSC Strategic Plan in alignment with the Kent County Community Plan for Early Childhood. This planning is completed under the direction and oversight of the Great Start Collaborative Executive Team and the Executive Director of First Steps (employer of record). This will be accomplished through close collaboration with the First Steps Commission, Kent Intermediate School District (KISD), the Great Start Parent Coalition (GSPC), Kent County Family and Children’s Coordinating Council (KCFCC), the KConnect Pre-Natal to 3rd Grade Work Group, program providers, and other stakeholders. Position reports to First Steps Executive Director and Great Start Collaborative Chairperson (with the former serving as day-to-day supervisor).

Essential Job Duties and Responsibilities:

- Acts as primary liaison coordinating activities of Great Start Collaborative, its principal committees, workgroups and community organizations.
- Develops procedures and policies for GSC members to use for their participation in the GSC. This requires periodic updates to the Operating Guidelines for Kent County GSC Membership.
- Provides support to GSC partners as they highlight their programs in the community. This includes letters of support, endorsement signatures, work group and event participation.
- Ensures compliance with all participation points in Memorandums of Understanding that are written in the community with the GSC as a participant.
- Enhances communication regarding the importance of early childhood within the community.
- Develops media campaigns, websites and updates to educate identified target audiences on the importance of early childhood and identified advocacy issues.
- Develops a working relationship with the area legislators and the business community while bringing the early childhood agenda to the table for information and discussion.
- Provides direction and facilitation of specific workgroups operating under the GSC Strategic Plan and as may be required under State School Aid Act of 1979 (Sec. 388.1632p/Sec 32p.)
- Facilitates research regarding best practices and model based programs on behalf of the GSC and its community partners and providers.
- Facilitates and supports communication and collaboration of the GSC with the First Steps Commission (Executive Director), Kent Intermediate School District (Director of Early Childhood Programs), Kent County Family and Children’s Coordinating Council (KCFCCC Coordinator/Staff Liaison), and KConnect Pre-Natal to 3rd Grade Work Group Staff Leadership).
- Functions as the GSC liaison to the State of MI Office of Great Start and Early Childhood Investment Corporation (ECIC). Provides updates on state initiatives for the GSC Membership and the community.
- Attends quarterly training and an annual conference at various locations around the state related to contract administration.

- Prepares a Strategic Plan that includes an analysis of the community strengths and needs that identifies priorities for implementation of strategies in accordance with the Community Plan for Early Childhood, with input from the GSC membership and oversight by the GSC Executive Team. This includes an annual work plan and action agenda.
- **Provides staff leadership for GSC annual budget development and monitoring, with recommendations made to GSC Executive Team and to First Steps Executive Director, where applicable.**
- **Creates and manages the budget of the GSC with oversight from the GSC Executive Team.**
- Seeks additional funding and partnerships to enhance the strategies of the Community Plan and the support that the GSC will bring to those strategies.
- **Writes, monitors and completes grants as needed.**
- **Assures timely completion and submission of all reports, program and financial, to KISD, Office of Great Start, and other funding entities.**
- **Works to ensure collaboration in areas of potential conflict.**
- **Advises, supports and oversees a large and effective Parent Coalition which reflects the composition of the parents of Kent County providing assistance in planning and projects.**
- **Provides appropriate levels of supervision for the parent liaisons and representatives, the administrative assistant and any other staff working directly or contractually under auspices of GSC.**
- **Convenes, attends and participates in appropriate meetings. Prepares and maintains records of meetings.**
- **Administers clerical and technical support for the activities of the GSC work teams.**
- **Assures provision of staff support to the GSC in whatever capacity is needed.**
- **Assists in the development of printed matter and audio-visual aids.**
- **Reports to the Chairperson of the GSC, GSC Executive Team regarding activities, projects, and/or initiatives undertaken under auspices of GSC.**
- **Completes all required paperwork in a timely manner.**
- **Other duties as assigned by the Great Start Executive Team and the Executive Director of First Steps.**

PART II: SCOPE

Direction of Others:

- Parent Liaisons, administrative staff (in collaboration with First Steps Executive Director)

Complexity:

- Ability to work independently with minimal direction.
- Skill in budgeting and financial reporting
- Skill in computer program design/database design.
- High level of analytical skills.
- High degree of authority and responsibility.

Great Start Collaborative Director

Job Description

Page 2

Independent Judgment and Consequence of Errors:

- High level of independent thinking and judgment.
- High level of decision making.
- High level of flexibility.
- High level of attention to cultural competence.

PART III: QUALIFICATIONS

Education and/or Experience:

- BA degree required.
- 5+ years experience in early childhood health, development, education or related field.
- 3+ years progressive management experience preferred.
- System building experience
- Financial management experience with budgeting competency
- Ability to understand and work effectively within the dynamics of various arenas including health care, childcare, education, local and state government and non-profit agencies.
- Basic knowledge of child development, behavioral health, and medical health assessment.
- Extensive knowledge of community resources.
- Ability to work with a diverse group of people. Possess and demonstrate an understanding of various cultural and socioeconomic characteristics.
- Strong collaborative, problem-solving, and organizational skills.
- Positive and 'can-do' attitude that can tolerate a high frustration level.
- Proficient in Microsoft Office computer applications.
- High level of organization and prioritization skills.
- Demonstrated ability to manage multiple projects with set deadlines/guidelines.
- Demonstrated ability to work within a team-based environment.
- Demonstrated analytical skills.
- Strong verbal and written communication skills.
- Strong public speaking and presentation skills.
- Ability to speak a secondary language is preferred.

PART IV: WORKING CONDITIONS

Physical Demands/Work Environment:

- Employee is regularly required to sit, stand, walk, reach with hands and arms, talk and hear.
- Moderate level of stress caused from tight deadlines.
- Moderate level of mental and/or visual fatigue and/or eyestrain may result from looking at a computer screen for extended periods of time.
- Occasional work outside of normal business hours.
- Occasional travel is required.
- Moderate office noise level.

The following workplace competencies have been identified by First Steps Kent as required by all employees:

- demonstrate integrity by being accountable for actions, keeping commitments, and speaking honestly and truthfully with others
- demonstrate a continuous improvement work ethic
- demonstrate commitment toward an inclusive and racism free organizational culture
- demonstrate a commitment to individual and team-based assignments
- demonstrate quality assurance by producing accurate and thorough work
- demonstrate interpersonal skills in dealing with others
- demonstrate valuing the diversity of others' opinions and experiences
- demonstrate sound reasoning and good common sense
- demonstrate the ability to meet and exceed customer expectations
- demonstrate a willingness to develop self, fellow staff members, volunteers, and community
- demonstrate active participation in departmental, team, and full-staff meetings

My signature below indicates I have read and understand this job description and the workplace competences.

Employee Signature

Date

Supervisor Signature

Date

Great Start Collaborative Chairperson

Date

Human Resources Signature

Date