

Early Learning

INDIANA

POSITION TITLE:

CCR&R CO Network Director

JOB SUMMARY

The Network Director manages the work of the Child Care Resource and Referral Central Office (CCR&R CO) – working in close partnership with the state of Indiana’s Office of Early Childhood and Out-of-School Learning (OECOSL) – to provide direction, support and resources to the Child Care Resource and Referral (CCR&R) Network. The Network Director will execute initiatives, including direct responsibility for the creation of resources and content designed to strengthen the CCR&R Network’s work of connecting families to quality care, supporting providers, building capacity and engaging community leaders as advocates for high-quality, affordable early care and education.

ESSENTIAL RESPONSIBILITIES

- Manages the execution of the annual CCR&R CO work plan, including drafting resources as well as prioritizing project and asset requests against agreed upon annual work plan and audience need.
- Facilitates internal cross-functional workstreams, defining and tracking metrics and KPIs that measure the successful execution of projects and initiatives.
- Serves as the key CCR&R CO liaison to OECOSL, CCR&R, and other system-wide partners, identifying barriers, adapting strategies and fostering opportunities for collaboration among early care and education partners.
- Maintains knowledge of child care resource and referral and early education trends, and identifies and recommends new initiatives designed to drive innovation throughout the system.
- Identifies dependencies, maintaining project schedules, delegating tasks, and driving internal and external awareness and continuously striving to improve implementation across a network of local CCR&R agencies.
- Leads a team of direct reports, supporting prioritization of work, goal-setting, developing work plans and monitoring the implementation of work plans.
- Other duties as assigned to advance the mission of the Child Care Resource and Referral Network.

EDUCATION, EXPERIENCE, & OTHER REQUIREMENTS

An individual must have the following education and/or experience.

- Bachelor’s degree in organizational development, leadership development, education, early childhood education, counseling, social work, psychology, public health, sociology, human development, political science, or other related social science field required. Master’s degree in listed fields preferred.
- Five (5) to ten (10) years of experience working in an organization or government agency that serves children and families required.
- Three (3) to five (5) years of experience working in a local CCR&R agency or CCR&R Central Office preferred.

COMPETENCIES & SKILLS

The successful team member will demonstrate individual competency in the following areas:

- Knowledge of federal and state regulations related to early childhood care and education (e.g., CCDF)
- Ability to develop and steward peer-to-peer, multi-organizational relationships
- Ability to present complex information in a clear, concise manner
- Strong written and verbal communication skills
- Excellent research and analytical skills
- Ability to multi-task, prioritize and be detail-oriented
- Ability to work collaboratively in a team environment
- Ability to take initiative and work proactively
- Customer service orientation
- Creative and critical thinking skills
- Flexibility and adaptability

WORK CONTEXT

The requirements described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The team member frequently is required to:
 - Stand, walk, sit
 - Use hands and fingers to handle books, paper, technology
 - Use computer and other electronic equipment and technology
 - See and read
 - Communicate with multiple audiences, including children, families, colleagues, and management
 - Reach with hands and arms
 - Stoop, kneel, crouch, crawl
- Legally able to work in the United States for any employer.

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered an all-inclusive list of work requirements.

Employment with Early Learning Indiana is contingent upon satisfactorily completing pre-employment requirements. Pre-employment screenings include, but are not limited to, criminal background and drug screenings. Employment with Early Learning Indiana is at-will.

ABOUT EARLY LEARNING INDIANA

Early Learning Indiana is a nonprofit organization on a mission to ensure children are empowered with essential skills to thrive in kindergarten and beyond. We practice what we teach by operating a network of premier, community-based schools – called Day Early Learning centers – where we advance the science of early education, invest in a new generation of teaching, and instill essential skills in over 1,000 children each day. Building on more than a century of experience, Early Learning Indiana also serves as a leading voice and advocate for the transformation of Indiana’s early learning landscape by addressing systemic barriers to access, affordability, and quality. Learn more about us at [EarlyLearningIn.org](https://www.earlylearningin.org).

Early Learning Indiana is an Equal Opportunity Employer. We provide Equal Employment Opportunities (EEO) to all team members and applicants for employment without regard to race, color, religion, gender

identity, sexual orientation, national origin, age, disability, genetic information, sex, citizenship status, military status, marital status, amnesty, or other status protected by law.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Team Member's Signature

Date

Supervisor's Signature

Date