

# Early Learning

INDIANA

**POSITION TITLE:** CCR&R CO Network Manager

## JOB SUMMARY

The Network Manager plans and leads strategic initiatives and operational efforts that build the overall coordination and effectiveness of Indiana's Child Care Resource and Referral (CCR&R) Network as part of the Central Office (CO) team. The Network Manager partners closely with CCR&R agencies to deploy network-wide initiatives, drive the adoption of standard practices and policies and strengthen statewide collaboration and communications.

## ESSENTIAL RESPONSIBILITIES

- Create and drive shared goals, initiatives and operating procedures across the network.
- Develop annual work plans, resource needs and timelines for network-wide initiatives.
- Design and lead change management efforts to ensure new initiatives are effectively and efficiently executed across the network.
- Implement and manage network communication channels and collaboration opportunities.
- Seek routine feedback and input from child care resource and referral agencies and statewide stakeholders to strengthen practice and uncover new opportunities.
- Establish network-wide key performance indicators (KPIs) and related monitoring systems to ensure outcome achievement; provide proactive coaching and support.
- Identify and facilitate targeted professional development opportunities to build the knowledge, skills and overall effectiveness of child care resource and referral agencies.
- Facilitate cross-functional and role-specific supports to drive coordination and collaboration.
- Be responsive to needs and requests from system stakeholders and child care resource and referral agencies consistent with scope of responsibilities.
- Other duties as assigned to advance the mission of the CCR&R CO and CCR&R 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
- Three (3) to five (5) years of experience working in an organization or government agency that serves children and families required
- One (1) to three (3) 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:

- Ability to build and nurture relationships
- Excellent writing and editing skills
- Ability to multi-task, prioritize and be detail-oriented
- Great communication and interpersonal skills with all levels of the organization
- Ability to take initiative and work proactively
- Comfortable working in a fast-paced environment with ever-changing business needs
- Ability to assess potential risks and plan accordingly

## 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](http://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