



Project Director, Transforming the Early Childhood Workforce in Colorado

Early Milestones Colorado (Milestones) is a nonprofit organization that brings expertise and innovation to complex early childhood systems. Our goal is simple, yet ambitious - to make Colorado the best place to raise a child. Our small but mighty team works with local communities, state agencies, foundations, and national experts to create lasting improvements for children prenatal through age eight across the areas of learning and development, health and well-being, and family support and education. Milestones' staff consists of highly motivated self-starters who are committed to the success of the organization and who work both independently and collaboratively with outstanding results. If you are looking for a position with purpose and are excited to provide support to a mission-driven start-up organization, you may be a perfect fit for our team. Learn more about Milestones at earlymilestones.org.

Summary of the Position and Desired Results

The Project Director will be responsible for overseeing Milestones' work for the Transforming the Early Childhood Workforce in Colorado (Transforming the Workforce) project. The Transforming the Workforce project is an innovative public-private partnership initiative, which includes Early Milestones Colorado, state agency partners, philanthropic partners, and local innovation grantees. The Project Director reports to the Executive Director and will provide the Milestones Board of Directors with updates and necessary reports on the project.

Specific Responsibilities

- Manage and report on all Transforming the Workforce activities and grants to ensure project remains within scope, on-time, and within budget.
- Oversee and refine as needed a project work plan and project budget (including expense-tracking and budget revisions) to support ongoing project implementation.
- Provide status updates on progress, issues, risks and activities, including issues with timeline and scope of work, to Early Milestones' Executive Director, and the Transforming the Workforce Lead Team and Advisory Team.
- Facilitate and manage community grantee support and communications, including cross-community communications and learning through webinars, meetings, and other methods. Create and manage future request for proposals (RFP) processes.
- Manage research and technical assistance contractors and other contractors as needed to support coordinated and effective activities, including development, review and/or negotiation of any project-related contract.
- Coordinate with grantees, state agency leadership, and other partners to advance public-private partnership goals, including the identification and resolution of policy gaps and challenges, and the promotion of policy opportunities including the sustainability and spread of effective innovation concerning workforce recruitment, retention, and compensation.
- Direct, implement, and leverage project communication plan to promote ongoing public awareness of Transforming the Workforce activities and findings including producing writing in a number of formats, review and critique of others' related work products, and present to a variety local, state, and national audiences, both planned and extemporaneous.

- Oversee, as necessary, other project staff including monitoring staff performance, advising, and training, and interpreting policy and management decisions.
- Coordinate relevant cross-project activity with other Milestones staff and share learnings to ensure best practices are applied to other organization projects and initiatives.
- Support the organization with project cultivation, communication, and other outward facing activities, as needed and as directed by the Executive Director.

Strengths, Skills and Qualifications Sought

- Bachelor's Degree required, advanced degree preferred.
- At least 8 years of relevant and progressive work experience. Preferred experience includes: work in the assigned subject area; managing multi-faceted, state-level, systems-building projects; managing projects involving both state and community partners.
- Exhibited knowledge in most areas of the project, including an ability to make significant and productive connections between Milestones' work and other relevant public and private partner work and value-add analysis, strategy, and recommendations with state-level impact.
- Experience leading a high-performance, collaborative, and constructive team.
- Exhibited skills in project budgeting and project management, including contracting and management of contractors.
- Competence in the basic supervision skills of planning, assigning, reviewing, and evaluating work, including work of contractors.
- Comfort with confidential and politically sensitive work including ability to gain and maintain trust and credibility with a number of partners.
- Flexible and able to work within a fast-moving, entrepreneurial environment, across multiple projects.
- Prior experience in a nonprofit intermediary organization focused on early childhood preferred.
- Demonstrated commitment to high levels of efficiency and accuracy through use of industry best practices.
- Excellent verbal and written communication skills and exceptional attention to detail.
- Personal qualities of integrity, credibility, a learning mindset, and a commitment to and passion for the mission of Early Milestones Colorado and the Milestones' team.

Status

This is a full-time, grant-funded position.

Salary/Benefits

Salary will be commensurate with experience.

To Apply

Please email a cover letter and resume to recruiting@earlymilestones.org. Please include PROJECT DIRECTOR, TRANSFORMING THE WORKFORCE in the subject line. This position is open until filled. Only email applications will be accepted. Please no phone calls.

Early Milestones Colorado is an equal opportunity employer and welcomes a diverse candidate pool.