



## JOB ANNOUNCEMENT

**Position Title:** *Project Director, CIRCLE Initiative*  
**Reports To:** *Learning & Development Domain Director*  
**Salary Range:** *\$70,000-77,000*  
**Position Status:** *Full Time, Exempt, Eligible for benefits*  
**Posting Dates:**

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### **About Early Milestones Colorado:**

**Early Milestones** is a statewide nonprofit organization with a simple yet ambitious goal - *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 equitable, lasting improvements for children prenatal through age eight across the areas of learning and development, health and well-being, and family support and education. Early 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. Early Milestones works to ensure that all children and families, especially those who have been historically marginalized, have access to the opportunities and resources needed to be valued, healthy, and thriving. We strive to embed an equity lens into our daily work and continually update our practices to reflect new learning.

### **Position Summary:**

The Project Director is responsible for providing strategic leadership and operational oversight of Milestones' work as lead agency for the Community Innovation and Resilience for Care and Learning Equity (CIRCLE) initiative. This initiative will provide grants for implementing innovative solutions for tough child care challenges worsened by the pandemic (see [Colorado SB21-236](#)). Responsibilities include development and management of project direction, activities, and budget. Works closely with the Learning & Development Domain Director and the project team to direct, execute, and evaluate respective projects.

### **Essential Duties & Responsibilities:**

#### **Project Planning & Management**

- Plan, manage, and report on all CIRCLE project activities including but not limited to:
  - Develop and oversee an annual work plan and budget to support ongoing project implementation.
  - Ensure project(s) remains within scope, on-time and within budget.
  - Ensure compliance to relevant state and federal laws, rules, and regulations.
  - Create, facilitate, and manage major project elements including requests for proposals (RFP), community planning processes, grantee supports and communications, technical assistance, including cross-community learning and initiatives.
  - Produce or manage the development of reports and other deliverables that provide value-add analysis, strategic guidance, and recommendations.
  - Identify technology or equipment needed for successful project implementation and track all project-related expenses.
  - In partnership with the Learning & Development Domain Director, develop, review and/or negotiate project-related contracts.

- In partnership with the Research Director, coordinate and manage project evaluation teams to support evaluation activities.
- Coordinate meetings, events, and other tools to foster cooperation and support of community grantees, foundation partners, and other resource partners.

#### **Community & Project Relations:**

- Serve as a liaison between community grantees and project fiscal agents to address contract and budget inquiries.
- Negotiate with funding agents concerning budget, deliverables, specifications, and schedules including sensitive negotiations to commit the organization's resources without compromising quality.
- Coordinate with advisory partners, organization management, and project staff to develop agendas and processes for meetings and provide facilitation.
- Deliver consistent and trusted responsiveness to ad hoc requests from community and state partners and use judgement to alert and involve senior management in sensitive issues.
- Work effectively with various state partners including state agency, non-profit, research, and philanthropic partners to achieve project and organization goals.
- Maintain confidentiality and manage politically sensitive work with trust and credibility.

#### **Knowledge Sharing:**

- Convey an advanced level of knowledge and technical expertise in most areas of the project and make connections between Milestones' work and other relevant public and private partner work.
- Produce writing in varied formats suitable for a number of audiences, with minor editing and review support.
- Perform reviews, edits, and critiques of research and writing of other staff and contractors to ensure writing meets Milestones' standards and goals.

#### **Diversity, Equity, and Inclusion:**

- Understanding of racial equity, health equity, racial disparities, and social justice frameworks.
- Apply an equitable and anti-racist analysis to all functions to achieve organizational goals.
- Embrace, support, and integrate philosophies related to diversity, inclusiveness, and anti-racism with a willingness to acknowledge and address other forms of bias.
- Comfort with confronting personal, individual, and internal systemic bias with regards to race, age, gender, gender-identity, gender expression, sexual orientation, ability, etc.
- Must have strong emotional intelligence and resiliency skills to lead and/or actively participate in advancing our work relative to racial, social, and economic justice.

#### **Knowledge, Skills & Abilities:**

##### **Required:**

- High school diploma required, bachelor's or other advanced degree, preferred
- Experience fostering and developing high-functioning teams.
- 3+ years of relevant and progressive work experience in project management, system-building efforts, and local and state collaboration around early childhood issues.
- At least 2 years of experience with federally-funded projects.
- Previous success in establishing relationships with individuals and organizations of influence including funders and partner agencies.
- Ability to read, write, speak, and understand the English language fluently, and communicate verbally and in writing at a professional level
- Extensive experience using Microsoft Office Suite, virtual communication platforms including Zoom, Google Meet, etc.

- Demonstrates personal qualities of integrity, credibility, and a commitment to and passion for the mission of Early Milestones Colorado, especially the commitment to advance equity.
- Excellent verbal and written communication skills with the ability to communicate persuasively and articulately both verbally and in writing
- Ability to work quickly and efficiently; must be able to multi-task in a fast-paced environment
- Ability to think and act strategically to prioritize and modify goals and processes to meet the changing needs of the organization
- Demonstrated skills in project budgeting and project management, including the development of tools, quality improvement processes, contracting and management of contractors.

**Preferred:**

- 7-10 years of relevant and progressive work experience in an organization focused on early childhood and/or health, education or policy preferred
- Prior experience managing federally funded projects, strongly preferred.
- Expertise in education, or preschool through third grade (P-3) learning and development systems strongly preferred.
- Prior experience in a nonprofit setting strongly preferred.

**Location Requirements:**

- Early Milestones staff are primarily working remotely during this time, although this position may require some in-person interactions with some staff. Staff members are provided with appropriate equipment and access to technology to effectively work from home. As conditions change with the pandemic, more in-person internal and external meetings may be necessary to fulfill the duties of the position.

**Benefits:**

- Early Milestones is proud to be recognized as a Family-Friendly (FF+) Business through [Health Links](#). Benefits include medical, dental, vision, and life insurance; paid time off (vacation and personal days); parental leave; an employer-matched 401K plan; ongoing professional development; and the opportunity to work with and learn from a terrific team!

**Physical Demands and Work Environment:**

*The physical demands described here are representative of those that must be met by an employee 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 position works in a standard on-site business environment, and routinely uses standard office equipment such as laptop computers, copy machines, scanners, and telephones. The position consists of primarily sedentary work with occasional standing, walking, lifting, moving, and traveling to meetings.

**To Apply:**

Please send your resume and a cover letter to [recruiting@earlymilestones.org](mailto:recruiting@earlymilestones.org) referencing “**Project Director**” in the subject line.

***Black, Indigenous, and People of Color (BIPOC) and others who identify as nonwhite, people with disabilities, and members of the LGBTQIA+ community are encouraged to apply for this role.***

Early Milestones is dedicated to the principles of equal employment opportunity and seeks diverse perspectives, experiences, and skills to enhance our culture and fulfill our core values. We strongly encourage people of color, lesbian, gay, bisexual, transgender, queer, and non-binary people, veterans, parents, first-generation immigrants, those who were first in their families to attend college, and individuals with disabilities to apply. We are committed to inclusive, barrier-free recruitment and selection processes and will be happy to work with applicants requesting accommodation at any stage of the hiring process.