



\*\*To apply, please send a cover letter and resume to [Robyn.Lightcap@preschoolpromise.org](mailto:Robyn.Lightcap@preschoolpromise.org).

**Preschool Promise, Inc.**  
JOB DESCRIPTION

**TITLE:** Director of Partnerships, Prenatal to Age 5      **EFFECTIVE DATE:** April 1, 2022  
**FLSA CLASSIFICATION:** Exempt      **LOCATION:** Dayton, Ohio  
**REPORTS TO:** Executive Director      **GRADE LEVEL:** 6  
**POSITION TYPE:** Full-time

**PRESCHOOL PROMISE VISION**

All Montgomery County, Ohio children are ready for kindergarten.

**PRESCHOOL PROMISE MISSION**

Preschool Promise ensures that children are ready for Kindergarten by equipping Preschools and families with exceptional support, coaching, and education.

**PRESCHOOL PROMISE COMMITMENT TO EQUITY**


Preschool Promise is committed to addressing racial and social inequities in all we do; this position will lead and support efforts to implement policies and programs to ensure equity as we work with families.

**SUMMARY/OBJECTIVE OF THIS POSITION**


This position will lead the design and implementation of strategies, projects and programs to address gaps in the systems that serve children prenatal to age five, and their families, in Montgomery County.

**ESSENTIAL FUNCTIONS**

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

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- 1) **Work with the Executive Director to facilitate the development and nurturing of a community vision to address gaps in services and programs for families with children prenatal to age 5.**
    - a) Build strong relationships with leaders of programs that serve children prenatal to age 5 and their families, including but not limited to leaders of the following services: prenatal services, home visiting, parenting classes, early identification (EI), early childhood mental health, special needs preschool, etc.
    - b) Facilitate an ongoing collaborative of early childhood system and program leaders to encourage networking and collaboration.
    - c) Identify gaps and inequities in systems that must be addressed to ensure all children have the opportunities and resources they need to be ready for kindergarten; address barriers such as systemic racism, generational poverty, inequities in funding, etc.
  - 2) **Ensure that Preschool Promise is working alongside parents and caregivers, engaging parents in co-designing solutions, programs, and services.**
    - a) Manage the staff and partners who lead the Parent & Family Voices committees and related efforts.
    - b) Establish strong feedback systems and connections with parents and families.
  - 3) **Develop and implement strategies that address the gaps in programming and increase access to services for children prenatal to age 5 and their families.**
    - a) Research and implement strategies to increase the number of children participating in home visiting and other evidence-based programs with the goal of preparing young children for school and success in life.
    - b) Work with leaders of Home Visiting programs, Parenting programs, and nonprofits serving young children and their families to develop seamless transitions between programs.
    - c) Build relationships with staff in State departments that administer programming to young children (such as ODH, ODMH, ODE, ODJFS).
    - d) Participate in national early childhood education groups to learn best practices from others.
    - e) Fulfill current grant commitments, such as Pritzker Children's Initiative.
    - f) Manage pilot programs that encourage new collaborations or partnerships and ensure strong connections to child care and preschool.
  - 4) **Secure funding to address the gaps in systems that serve young children and their families.**
    - a) Develop relationships with local and national funders.
    - b) Identify, review and evaluate new funding opportunities to sustain the work focused on infant and toddlers.
    - c) Write grant requests and reports.
  - 5) **Manage the Department's staff team and budget.**
    - a) Support and implement priorities established in the strategic plan; accomplish annual goals.
    - b) Lead and manage staff team members so they develop their skills, execute projects effectively, and accomplish their annual goals.
    - c) Create and manage the department budget to ensure fiscal responsibility with taxpayer and grant-funded dollars; secure ongoing funding to sustain the work.
    - d) Work with other Preschool Promise Directors and staff team members to build a friendly, supportive, healthy, high-functioning team.

## COMPETENCIES REQUIRED

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- At least ten years of work experience leading collaborative projects and initiatives
  - Experience in Microsoft Office programs (e.g., Excel, PowerPoint) and Google Docs, Email/Calendar
  - Strong leadership and communication skills
  - Ability to implement and manage multiple projects at one time
  - Ability to work with complex systems and operationalize improvements
  - Ability to manage individual, group, and organizational interactions
  - Ability to express ideas effectively using verbal, nonverbal and writing skills
  - Ability to make critical judgements and perform complex tasks independently
  - Strong time management skills
  - Strong conflict management skills to avert problem situations and resolve conflicts
  - Strong interpersonal skills and customer-service orientation
  - Strong analytical skills

### **REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's degree

### **PREFERRED QUALIFICATIONS, EDUCATION AND EXPERIENCE**

- Understanding of early childhood education systems and programs
- Knowledge of the City of Dayton/Montgomery County early childhood community
- Ability to facilitate diverse groups of leaders to accomplish common objectives
- Strong systems thinker

### **WORKING CONDITIONS**

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases
- Interaction with disruptive, unruly, and/or menacing individuals
- Duties may require operating and/or riding in a vehicle
- Duties may require extended time using a computer terminal and keyboard
- Duties may require considerable telephone contact and paperwork
- Duties may require working under time constraints to meet deadlines
- Duties may require working during the evening and/or weekend

### **PHYSICAL DEMANDS OF THE POSITION**

- Ability to travel to meetings and work assignments
- Ability to maintain an acceptable attendance record and be punctual
- Ability to meet all mandated health requirements (e.g., negative tuberculosis test, etc.)

### **TYPICAL WORK HOURS**


- Standard work days, hours are flexible
- Flexible work schedule to account for weekend and evening work commitments

### **TRAVEL REQUIRED**

- Travel within Ohio and out-of-state may be required for select training events, conferences, and professional development

### **NON-DISCRIMINATION POLICY**

Preschool Promise shall not discriminate because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, military status, place of birth, age, marital status, or disability in any of



its activities or operations. These activities or operations include actions against any employee, applicant for employment, subcontractor or vendor; or applicant for preschool services, family, or child in its preschool programs or activities. We are committed to providing an inclusive and welcoming environment for all families, children, and staff who are part of Preschool Promise.

**FUNDING OF THIS POSITION**

This position is on the payroll of the Montgomery County Educational Service Center (ESC) and requires an annual contract between the employee and the Montgomery County ESC. Preschool Promise, Inc. receives funding from the City of Dayton and Montgomery County through tax revenues and from other private foundations.