



Preschool Promise, Inc.
JOB DESCRIPTION

TITLE: Director of Program Innovation

EFFECTIVE DATE: July 1, 2021

FLSA CLASSIFICATION: Exempt

LOCATION: Dayton, Ohio

REPORTS TO: Executive Director

GRADE LEVEL:

POSITION TYPE: Full-time

TO APPLY

Please email a cover letter and resume to Robyn.Lightcap@preschoolpromise.org.

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 help lead and support efforts to implement policies and programs to ensure equity.


SUMMARY/OBJECTIVE OF THIS POSITION

This position works closely with the Executive Director to develop the implementation plans for new initiatives, strategies, and programs to assist young children and families, and address racial inequities. This position will work to clearly define problems and objectives, convene key partners, solicit community/customer feedback, conduct research on best practices, design programs or projects, begin implementation, and then embed the ongoing implementation in the Preschool Promise departments.

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.

- 1) **Lead the design and implementation of new initiatives, strategies, pilot projects and programs to help children and families be ready for success in kindergarten.**
 - a) Convene partners and customers to design new programs and strategies.
 - b) Research best practices in other communities and sectors to inform efforts in early childhood education.

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- c) Build strong relationships with Preschool Promise partners and community members.
 - d) Create and manage project plans to define program parameters, utilize feedback mechanisms, establish communication protocols, and ensure efficient processes and systems to implement new programs and strategies.
 - e) Create budgets.
 - f) Analyze the impact of new programs and ensure positive outcomes for children and families.
 - g) Consider ways to scale programs after initial implementation.
 - h) Communicate and present findings and outcomes.
 - i) Ensure programs and projects address racial inequities so that all children and families can be successful.
- 2) **Assist with funder reports and grant writing.**
 - a) Identify, review and evaluate funding opportunities.
 - b) Gather information and create reports for funders as needed.
 - 3) **Contribute to the Preschool Promise Leadership Team.**
 - a) Serve as a member of the Preschool Promise Leadership Team. Support and implement priorities established in the strategic plan and accomplish annual goals.
 - b) Create and manage project budgets to ensure fiscal responsibility with tax-payer dollars.
 - c) Work with other Preschool Promise Directors and staff team members to build a friendly, supportive, healthy, high-functioning team.

COMPETENCIES REQUIRED


- 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
- Demonstrated project management skills

PREFERRED QUALIFICATIONS, EDUCATION AND EXPERIENCE

- At least 7-10 years of project management experience
- Understanding of early childhood education

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- Experience with continuous improvement
 - Knowledge of the City of Dayton/Montgomery County early childhood community

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 Monday-Friday work days
- 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 core funding from the City of Dayton and Montgomery County through tax revenues.

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