



# Leadership Initiative Assistant Director

New York Early Childhood Professional Development Institute

Brooklyn, NY

Other

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## Job Description

### GENERAL DESCRIPTION

The New York Early Childhood Professional Development Institute, housed at the City University of New York, is a fast-paced, dynamic public/private partnership that is committed to identifying, establishing, and implementing the services, supports, and systems that the early childhood workforce across New York State need's. The Institute, under the auspices of its Career Center, launched a Leadership Initiative in 2017 in NYC, aimed at strengthening current early childhood leadership and management as well as to identify and support the development of future early childhood leaders. The Institute has replicated the Leadership Initiative in two communities in New York State in 2019, and will expand the Initiative into two additional communities in 2020.

The lead for the Leadership Initiative, an Assistant Director under the supervision of the Director of the Career Center and Higher Education, will be responsible for leading the NYC-based Leadership Initiative, as well as coordinating and supervising local staff in the expansion communities to grow and implement those satellite sites. The Assistant Director will also work with colleagues at each of the satellite sites to foster partnerships with local institutions of higher education, organizations and stakeholders, to identify and utilize local resources, and to share best practices and lessons learned from the implementation of the first Leadership Initiative. Equipped with a wide range of experiences in the field, the ideal candidate will have knowledge of the professional development needs of the early childhood workforce with particular focus on early childhood leadership and management.

### Responsibilities

### DUTIES AND RESPONSIBILITIES

## **Leadership and Management**

- Provide strategic and organizational leadership for all aspects of the NYC-based Leadership Initiative, and carry out planning and implementation activities in collaboration with other Institute staff
- Lead and support Leadership Initiative project coordinators at expansion sites
- Identify and assess current participants' needs and utilize innovative methods to identify and recruit new participants
- Facilitate team meetings, including but not limited to administrative and coaching teams

## **Professional Development**

- Identify qualified coaches and mentors to support the Initiative
- Create innovative and impactful professional development programming for current and future early childhood leaders
- Facilitate Leadership Initiative participant meetings and events and identify experts to facilitate topic-specific groups and activities

## **Partnerships, Communication, and Reporting**

- Organize the Leadership Initiative advisory board and provide training
- Work with Institute staff to manage data collection efforts and utilize the data system to produce regular progress and grant reports
- Attend external meetings pertaining to ECE leadership to maintain knowledge of city-wide and state-wide efforts
- Assist with additional fundraising efforts for the project

## **Other Duties**

- Attend staff meetings and trainings as required
- Perform special projects and other duties as assigned

## **Qualifications**

### **CORE COMPETENCIES/QUALIFICATIONS**

#### **Minimum Qualifications**

- Master's degree in Early Childhood Education or a related field of study
- At least 8 years of leadership experience in the field of early childhood education or a comparable field or work

- Experience helping professionals build competency in leadership skills through training, staff development, coaching, etc.
- Exceptional interpersonal skills
- Demonstrated ability to develop and sustain successful collaborative partnerships, working with a diverse group of stakeholders that includes colleagues and external partners
- Experience managing budgets
- Excellent oral and written communication skills
- Willingness and ability to travel
- Availability during evenings to attend associated/sponsored events

### **Preferred Qualifications**

- Fundraising experience

### **Physical Requirements**

- This position operates in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials
- Ability to travel overnight to other sites as needed.
- May need to lift up to 40 pounds.

### **Application Instructions**

#### **How to Apply**

Please apply using the link below. Provide a resume and cover letter specifying your qualifications and experience relevant to this position.

<https://www.rfcuny.org/careers/postings?pvnID=VA-2002-003514>

### **Additional Information**

#### **EEO Info**

We are committed to enhancing our diverse academic community by actively encouraging people of any race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, disability, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.

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