



## We're Hiring: Child Care Business Specialist

Application review will begin the week of January 3, 2022. The hiring manager reserves the right to make a hiring decision at any time—we encourage you to apply as soon as possible if you are interested in the position. Thank you!

### Who you are:

You are purposeful, innovative and understand how and why communities and individuals like to engage with mission driven non-profit organizations. You enjoy being part of a creative team and nurturing relationships with internal and external customers. You are passionate about the importance of having sound administrative practices, and how these practices are crucial for ensuring a viable business model that generates high-quality outcomes for children and families. You think strategically - with a focus on impact over intention - while juggling multiple projects and offering responsive services. You are committed to ensuring that all early learning programs are equitable and inclusive and their business practices support accomplishing such, proposing new ways of working that meet community needs and engage the broader business sector. You wholeheartedly understand and advocate for the positive economic impact of the child care industry. A highly preferred qualification is a dual language, bi-cultural Spanish/English speaker and writer.

### Who we are:

Child Care Aware of Washington (CCA of WA) is Washington's most trusted child care resource. We are our state's most thorough and accessible source of information and support for families seeking quality child care and a trusted partner to child care professionals. CCA of WA provides culturally responsive coaching, technical assistance and professional development services that improve child care quality statewide. We provide services via a statewide network of locally based partners, and through our Family Center. We strategically customize our services, collect, and analyze performance data, inform, and guide public policy, and provide unique leadership to support Washington's child care system.

CCA of WA envisions a world where children and families, especially those who are marginalized, discriminated against, or otherwise ostracized because of systemic racism, have access to equitable, quality child care and early learning programs that lead families to thrive economically.

### What you will be doing:

Working to increase child care providers' financial well-being and strengthening child care business and administrative practices. Your work will be carried out using a strong relationship-based approach that integrates culturally relevant supports. This will cultivate a strong parallel process where in turn providers would continue to develop leadership skills and relationship-based supports for their program staff. Your work includes supporting coach-provider professional learning communities (PLC) to learn from current experiences in the field, utilized information from those with lived experience to form and inform the supports you offer in

the critical areas of early care and education finance: full enrollment, full fee collection, and revenues that cover per-child cost.

### Essential Job Functions

- Ability and commitment to addressing racism and other discriminatory practices
- Identify and create
  1. Financial and administrative efficiencies for child care and early learning providers.
  2. Resources and tools around business services for child care providers to help create sustainable businesses and improve overall quality in the sector.
  3. Business supports and other shared services to aid recruitment and retention of child care providers.
- Work in Partnership with CCA of WA regional staff and child care community to identify emerging themes as related to our business support suite of services including:
  1. Business coaching and technical assistance
  2. Online business services portal
  3. Business of Child Care Training and other administrative and leadership training with follow up coaching services
- Develop statewide marketing plan including resources for use by regional staff to use to engage and cultivate a diverse array of child care providers engagement with business services.
- Maintain a knowledge base of innovative best practices and related research that informs the development of Business Services offerings.
- Work in close partnership with CCA of WA Staff, systems stakeholders, and regional partners to ensure that supports are delivered statewide.
- Work with our data team to develop a data collection plan that provides information that informs the development of business supports throughout the state.
- Present to external stakeholders on program initiatives and services as requested.
- Represent CCA of Washington in meetings locally, statewide, and nationally as assigned.
- Other duties, as assigned.

### Competencies

- **Learn and adapt to new information and changes quickly.** You can synthesize new information and data as it becomes available, implement changes, and execute on a quick timeline, as needed, while remaining accurate. You're comfortable using, learning, and adapting to new technologies and systems. You have a keep ability to take ideas to action with confidence.
- **Demonstrate a growth mindset.** You seek and take feedback with a growth mindset. Looking for opportunities to learn, stretch and engage in the parallel process of goal-setting and continual improvement.
- **Effectively Build relationships and model cross-cultural agility.** You'll regularly connect and collaborate with colleagues across the organization, providing a high level of support with a customer service mindset. Authentic self-reflection, self-awareness, and high emotional intelligence are central to who you are, and you utilize these skills to build trusting relationships with colleagues and external stakeholders. You have an ability to connect and build relationships with diverse communities and audiences, working with community partners and our audiences' trusted advisors.

Additionally, you see yourself reflected in the:

- Ability to effectively bridge policy and practice
- Ability to manage projects to completion while synthesizing and prioritizing multiple perspectives

- Ability to work and contribute to an inclusive and supportive team environment, and work independently, exercise sound judgment, decision-making, and assume responsibility for completion of tasks.
- Ability to articulate CCA of WA's strategic vision and mission

## Qualifications

### *Required*

- A combination of experience, education and/or professional development in the child care and early learning industry.
- Strong content knowledge regarding quality improvement program elements and/or child care business practices.
- Bachelor's degree in Early Childhood Education, Education, Human Services, Social Services or related field with four years job related experience preferred. Or AA degree in a related field with 8 years job related experience. Equivalent education/experience will substitute for all minimum qualifications.
- Demonstrated experience developing and implementing services for a culturally, linguistically, and/or geographically diverse array of customers.
- Strong content knowledge of the business needs of small businesses. Knowledge of early learning business practices and challenges a plus.
- Strong proficiency with MS Office Suite and online meeting platforms.
- Experience with outcomes-based direct services and data informed decisions.
- Excellent verbal, written and interpersonal skills, including remote communication skills and demonstrated experience working with public.
- Proven ability to work effectively with people of various racial, ethnic, and socioeconomic backgrounds.
- Ability to maintain confidentiality and to handle confidential and sensitive information in an appropriate manner.

### *Highly Preferred*

- Dual language, bi-cultural Spanish/English or Somali/English speaker and writer
- Experience leading, operating, and managing child care/early learning program.
- Familiarity with early childhood education or with issues impacting children birth to five, their families and child care providers/caregivers

## Location

We will consider candidates who live in Washington State. If you live in the core geographic area of King/Pierce/Thurston counties, you will be classified as a local hire. If you live outside that area, you will be classified as Geo Remote. Depending on classification there will be different expectations of remote and in-person work scheduling. Geo Remote staff are required to be in-person in our Tacoma, WA physical office a minimum of 1-2 days per month and travel expenses are reimbursable.

## Salary Range, Hours, Benefits

The annual salary range for this position is \$42,800 to \$62,800. **Dual language skill will be considered when setting salary.**

Flexible work schedule, generous Paid Time Off (sick and vacation) and Extended Illness Bank, 403b, health/dental/eye care/ancillary insurance, employee assistance program.

### COVID Vaccination Requirement

Per Governor Inslee's [proclamation](#), state contractors in early education must be fully vaccinated no later than October 18, 2021 as a condition of employment. Being fully vaccinated means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. If you are a selected candidate, you will be required to provide proof of vaccination. You may request an accommodation if you are unable to meet the requirement due to a medical or religious necessity.

### Opportunity for All

Child Care Aware of Washington values diversity of ethnicity, race, socioeconomic status, sexual orientation, gender, religion, language, ability, and experience. We are committed to our racial equity framework which includes hiring practices that seek to disrupt systemic racism and ongoing learning, self-reflection and transparency about equity and justice in our work.

You are welcome to include the name and pronoun you would like to be referred to in your materials and we will honor this as you interact with our organization.

Submit cover letter and resume and, if available, an online or PDF portfolio of your work, to:

Alan Strand, Director of Finance & Operations [alan@childcareawarewa.org](mailto:alan@childcareawarewa.org)

Timing:

We would like to have the right candidate hired by the end of January 2022.