



Job Description : Chief Transformation Officer

WHO WE ARE

Child Care Aware of Washington is a nonprofit organization dedicated to ensuring that every child in Washington has access to high-quality child care and early learning programs. Created by state statute in 1986 and incorporated in 1989, it is the only statewide child care resource and referral program in Washington.

We work alongside families, child care providers, caregivers, and communities to co-create opportunities to meet the diverse and specialized learning needs of every child in our state. We use data and story to influence policy makers, system leaders and our partners to ensure every child in Washington has equitable access to quality learning experiences.

Child Care Aware of Washington has 30 staff members in its Tacoma-based headquarters and contracted field staff throughout Washington with its regional partners. The nonprofit organization is overseen by a volunteer board of trustees who represent key stakeholders throughout the state.

Our Vision - All Washington children experience high quality, racially equitable early care and education opportunities that empower them to dream and flourish.

Our Mission - Child Care Aware of Washington is our state's most thorough and accessible source of information and support in early care and education (birth to 12 years).

OUR RACIAL EQUITY STATEMENT

Racism harms all children, mostly and inequitably children of color, particularly black and indigenous children. Child Care Aware of Washington stands with, and supports, all families of color who encounter the long-lingering impacts of racism and all families who oppose white supremacy in all its forms. As an organization, we envision 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 while closing the opportunity gap.

THE ROLE

Child Care Aware of Washington (CCA of WA) is seeking a mission-centric, collaborative, action-orientated leader to join the executive leadership team. In conjunction with the Chief Executive Officer, CCA of WA's Chief Transformation Officer will provide leadership and oversight to activities related to



daily operations, as well as the organization's larger strategic plan and programmatic functions. The Chief Transformation Officer will utilize their exceptional skill sets and lived experiences to contribute as a strategic thought partner and results-oriented leader.

This position reports to the Chief Executive Officer and will have 3-4 direct reports.

RESPONSIBILITIES

Specific responsibilities of Chief Transformation Officer include, but are not limited to the following:

- **System Leadership**
 - Promotes and sustains healthy and effective working relationships with key governmental staff and statewide community partners to ensure that Child Care Aware of WA's mission, vision and goals are being realized statewide.
 - Functions as a strategic thought partner and co-collaborator with the Chief Executive Officer, CCA of WA Member Council and CCA of WA's internal leadership team.
 - Represents CCA of Washington in the early learning community informing child care and early childhood education related initiatives.
 - Provides leadership in reimagining and operationalizing work across functional areas throughout the statewide system.
 - Supports regional leadership as they build community engagement and values-based partnerships.
 - Facilitates generative dialogue regarding data outcomes and program design.
 - Ensures that the core values, goals, and perspectives of the six regional partners are integrated in strategic planning, program design and organizational development of CCA of WA.
 - In collaboration with the Chief Executive Officer, provides thorough and timely information and policy perspectives to funders, regional partners, and other stakeholders for decision making purposes.
 - Ensures ongoing programmatic excellence, rigorous program evaluation, and consistent quality of administration, and communication of program offerings.
 - Is a champion for system-wide diversification by supporting the plans to attract, develop, and retain staff reflective of the communities we serve.

- **Organizational Leadership (Internal)**
 - Supervises 3-4 program directors (i.e., Director of Infant and Early Childhood Mental Health, Director of Early Learning and Director of Workforce Development).



- Provides a strategic view and additional capacity that supports internal / infrastructure initiatives relating to finance and human resources.
- Works collaboratively with the CEO to develop a comprehensive fundraising strategy that supports the goals of the current strategic plan.
- Meaningfully contributes to strategic discussions regarding the diversification of CCA of WA's financial portfolio.
- Remains aware of community needs and leads the design and implementation of new program initiatives in collaboration with community partners.
- Provides oversight of program-specific work through staff directors and their staff.
- Provides support for the research and development of written documents to support program initiatives.
- Supports and contributes to the annual organizational budgeting process.
- Continually assess staffing levels and staff capacity to ensure sustainable workloads.
- Supports organizational-wide programs and initiatives including performance management, employee recognition, etc.

- **Culture Leadership (Internal)**

- Champions CCA of WA's values and culture, designing and implementing organization-wide initiatives that embed our identity and commitment to diversity, equity, inclusion and belonging in our organization and work.
- Supports efforts to translate the organization's commitment to DEIB into thoughtful and innovative plans and objectives.
- Supports the creation of policies that mitigate bias, increase equitable outcomes, and foster respect and inclusion across all organizational levels of CCA of WA.
- Leads the review for staff compensation systems.
- Designs and executes a professional development program that drives team member growth, inclusion, and continuous learning.
- Actively supports and participates in strategic conversations related to, employee relations, employee retention, and employee satisfaction.

SKILLS AND COMPETENCIES

The following skills and competencies reflect the nature of CCA of Washington's work, which is relational, collaborative, and inclusive. A successful Chief Transformation Officer is a first-rate leader who can design and implement solutions, lead by example; delivering excellence while exhibiting humility. A successful Chief Transformation Officer will also have:

- Demonstrated success leading diverse, cross-functional / interdisciplinary teams.



- Recognized by others as having superior active listening skills.
- Ability to build and maintain enduring relationships that will advance CCA of WA's mission.
- Demonstrated track record of excellence in operations management, including budget development and fiscal management.
- Ability to create operations plans tied directly to strategic goals.
- A track record of collaboratively creating and implementing process improvements and change management strategies.
- Ability to engage with, present to and lead diverse groups with multiple perspectives.
- Exhibits mindfulness and discernment when holding challenging conversations and making difficult decisions.
- Is willing and able to switch gracefully between acting as an individual contributor and overseeing larger initiatives.
- Looks for opportunities to create new partnerships and allows others to leverage existing partnerships.

EXPERIENCE

Successful Chief Transformation Officer candidates will likely possess the following:

- 10+ years of leadership experience within a complex system; preferably in the nonprofit, early learning, education, or government sector.
- 5+ years of fiscal management, budgeting, or P/L responsibility (nonprofit experience preferred).
- Proven track record of mentoring and coaching team members; fueling the professional / personal growth in others.
- Experience working within a government funding and policy environment, with demonstrated success in achieving contract deliverables.
- Experience working for an organization with a complex stakeholder group.
- Understanding of non-profit fundraising and philanthropy (preferred).
- Experience utilizing Liberatory Design (preferred).

CULTURE

CCA of WA's leadership team is deeply committed to building a culture that delivers professional growth through meaningful work, honest feedback, and a diverse, equitable, and inclusive workplace. All team members are naturally aligned with our core values and mission, and strive to possess the following:

- An ability to listen with an open mind and a deep commitment to including and respecting diverse viewpoints.
- Actively listens to multiple viewpoints.
- Translates learnings into solutions for team members and the organization.



- Creates a culture that embraces diversity, equity, inclusion and belonging.
- A desire for continuous improvement and a foundation of self-awareness that provides space for learning and growth.
- Possesses a proactive outlook in seeking out professional development opportunities for one's self and others.
- Use active process of curiosity, humility, collaboration, learning and un-learning and adapting.
- Embraces setbacks, seeing them as learning opportunities.
- Communicates in clear and compelling ways (written/verbal) and adapts appropriately for the environment.
- Models and helps others embrace a culture of learning and continuous improvement by actively seeking and providing feedback.
- Exhibits a proactive, passionate, and collaborative attitude.

COMPENSATION

Childcare Aware of Washington is committed to providing employees with a competitive salary and benefits package. The salary range for this position is \$140,000 - \$160,000, DOE. Childcare Aware of Washington offers comprehensive benefits package which will be shared with applicants.

HOW TO APPLY

Childcare Aware of Washington is an Equal Opportunity Employer. Childcare Aware of Washington is committed to promoting an environment free of barriers and discriminatory practices for its partners, Board, and staff. All interested individuals, including people of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, and/or intersex are particularly urged to apply by providing a current resume via email to nicole@diversityrecruiters.com. Applications will be reviewed on a continual basis until June 3, 2024. If you are interested, you are urged to submit your resume as soon as possible.