

# Montana Child Care Resource and Referral Network

<b>Job title</b>	<i>MT CCR&amp;R Network Director</i>
<b>Wage</b>	<i>\$45,000 annual salary plus benefits</i>
<b>Reports to</b>	<i>Montana Child Care Resource and Referral Network (MCCRRN) President and Board Chair</i>
<b>Contract Term</b>	<i>1-year grant-funded position</i>

## **Job purpose**

The Montana Child Care Resource and Referral Network (MCCRRN) is looking for a full-time Network Director. The MCCRRN serves to improve the quality, accessibility, and affordability of child care for all Montana's families. The MCCRRN agencies are a key component of Montana's early childhood system. Additionally, the MCCRRN agencies partner with a wide variety of state government, higher education institutions, and community-based nonprofit organizations to collaboratively create a comprehensive early childhood system for young children and their families.

The Network Director provides significant leadership toward that goal by building and maintaining positive relationships with partner organizations and agencies at the local, state and national levels. The Network Director will serve as the Contract Manager for a contract with the Early Childhood Services Bureau and the Strengthening Montana's Early Childhood System Project for project planning and development of an Education and Marketing plan and activities that includes:

- Consumer Education
- Marketing
- Develop content for early childhood and agency web site
- A plan to expand awareness of services and support for families and providers with emphasis on STARS to Quality and Best Beginnings Scholarship
- Planning and executing a conference for family and group home child care business owners
- Other statewide mission related projects

## **Primary duties**

- Plans, organizes, and provides updates during meetings at MCCRRN's request.
- Responsible for the development of an annual work plan proposal and budget that supports the work of the MCCRRN and the members.
- Administers and oversees any additional contracts and reports necessary to complete the annual goals, objectives and activities.
- Supports the overall management of the day-to-day implementation of the annual work plan, which includes quarterly reports and monitoring meetings with the MCCRRN.
- Responsible for writing grants, reports and implementing changes in accordance with grant funding.
- Represents MCCRRN in its key role in the Montana infrastructure to support and promote high quality early care, education, and professional development.
- Develops and maintains relationships to build meaningful and effective partnerships to serve the early childhood workforce and system in Montana.
- Oversees contracts both coming to MCCRRN and going out from MCCRRN to assure timelines and deliverables are met.

Public policy education, public relations, and coordination of child care issues.

- Provide input and feedback on state programs and policies.
- Assist in preparing public testimony and program feedback to Bureau staff.
- Assist in reaching out to partners and clients to provide public testimony and written feedback to ECSB and legislators/congressional representatives.

Grant Administration

70% (during year 1)

- Collaborates with the MCCRRN partners and others, as required, to develop sub-contracts (including modifications) ensuring the goals and objectives are met.
- Ensures contract language for the Strengthening Montana's Early Childhood System Project and the Education and Marketing plan and activities follows state and federal guidelines and individual grant requirements.
- Gather and report on the collective regional activities as defined by the Systems Project. Assist in the collection and development of a data dashboard on the regional and statewide outcomes included in the scope of work for each R&R agency.
- Supports the overall management of the day-to-day implementation of the Systems contract annual work plan, which includes quarterly reports and monitoring meetings with the Early Childhood Services Bureau.
- Manages marketing subcontract process and oversight of contractors to meet State grant/contract objectives.
- Consults with DPHHS Early Childhood Services Bureau Chief regarding marketing pieces to obtain guidance and approval.
- Researches, examines, and provides technical assistance on data, statistical and financial grant elements.
- Plans, organizes, and provides updates during MCCRRN meetings at partner agencies request.
- Analyzes and monitors MCCRRN Board-approved budgets to ensure compliance with state and federal regulations, and grant program finance requirements. Provides financial reports to the Board.

## **Qualifications**

Suggested Knowledge, Skill and Abilities (Behaviors):

- Ability to plan, organize and gather information and conduct research.
- Ability to provide effective and professional services.
- Ability to work independently without daily supervision.
- Willingness to seek input from President and Members as well as ECSB and other partners to move projects forward.
- Excellent ability to communicate both orally and in writing.
- Ability to operate a personal computer and general office equipment as necessary to complete essential functions, including using spreadsheets, word processing, database, email, and other computer programs.
- Knowledge of grant writing process and/or contract management.

Minimum Qualifications (Education and Experience):

- Bachelor's degree in Early Childhood, Social Work, Public Administration, Social Science, Statistics, Human Resources, Business Administration or a related degree.
- Three years of job-related experience such as researching child-related issues, nonprofit work, grant implementation or other closely related experience.
- Other combinations of directly related education and experience may be considered on a case-by-case basis.

### Physical and environmental demands

This job is primarily office based; however, travel throughout the State of Montana is required. This position requires flexibility in scheduling and some work must be performed outside of traditional office hours.

### Supervision

This position is supervised by the President of the MCCRRN. Additionally, this position reports to the Board of Directors.

### Special Requirements

- This position is full time, exempt.
- Travels frequently for the day or overnight (in-state and out-of-state), sometimes on short notice.
- Valid driver's license and proof of vehicle insurance.
- FBI Fingerprint and Background check to be completed within first 60 days of hire. Clear background is a condition of successful completion of initial probationary period.
- 12-month probationary period.

**The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.**

### Approvals

My signature below indicates the statements in the job description are accurate and complete.

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<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	