



Chief Program Officer

Summary

We are seeking a highly motivated and experienced professional to join our team as the Chief Program Officer for the Child Care Council of Westchester. The Chief Program Officer will play a pivotal role in leading, managing and enhancing the quality of our services to parents, employers and early care and education programs, ensuring that the Council's services are culturally-sensitive, high-quality, accessible and impactful. The ideal candidate will possess strong leadership and critical-thinking skills, a deep understanding of child development, expertise in program development, management and evaluation and a passionate belief in the potential of young children.

Major Responsibilities

(1) Program Leadership and Management:

- Oversee the planning, development, implementation, and evaluation of the Council's services to the early care and education sector, parents, employers and community partners.
- Lead a team of department directors, providing guidance, training and support to ensure consistent and effective program delivery and adherence to agency standards, aligned with the overall mission and goals of the Council.
- As a member of the Management Team, provide thought leadership, info on emerging trends and best practices, leading to new approaches and projects by the Council.
- Support and guide the implementation of the Council's Strategic Plan.
- Support and guide the Council's implementation of its Equity Statement and other Diversity/Equity/Inclusion/Belonging and social justice initiatives.
- Represent the Council on area and statewide associations and groups concerning early care and education and children and families.

(2) Quality Assurance:

- Ensure that the Council is in full compliance with the Early Care and Learning Council (ECLC) Standards of Excellence, including oversight of the re-certification process.
- Conduct regular program assessments, gather and study feedback from consumers, and support staff in designing and implementing improvements based on data-driven insights.

(3) Parent and Community Engagement:

- Support parents and caregivers by surveying and responding to their child care needs, and providing information and resources related to family well-being.

- Expand and develop relationships with area organizations, schools, and community partners to better serve young children and their families.

(4) Staff Development:

- Recruit, hire, train and mentor directors to ensure that they and their teams are equipped with the necessary skills, knowledge and resources to deliver exceptional services.
- Conduct the directors' performance evaluations and collaborate in the identification of performance improvement and performance enhancement goals for them and their teams.
- Promote the directors' continuous professional growth and effective performance through regular feedback, guidance, training and resources.

(5) Budgeting:

- Contribute to the development and implementation of grant and contract budgets by identifying needs and ensuring that resources are maximized.

(6) Reporting and Documentation:

- Ensure that all service delivery is adequately documented to meet funders' requirements and to provide on-going insight into our understanding of service delivery efficiency and quality.
- Oversee all non-financial reporting to funders, working cooperatively with the Chief Financial Officer.
- Utilize service delivery reporting to identify trends and gaps that the Council might explore and address.

(7) Continuous Improvement:

- Stay informed about current trends, research and best practices in early care and education to spur innovation in Council services.
- Drive continuous improvement initiatives to enhance program quality and effectiveness.

Job Requirements

- Master's Degree in Early Childhood Education, Child Development or a related field.
- Minimum of 5 years of successful experience in program management within the early care and education sector including development, implementation, monitoring and assessment.
- Strong knowledge of child development theories, curricula, adult education/professional development and best practices in early care and education.
- Demonstrated leadership and team management skills, with the ability to motivate and inspire staff.
- Prior experience working with diverse populations and leading/supporting DEIB and social justice efforts.
- Excellent communication, interpersonal and relationship-building skills.

- Familiarity with state and local child care regulations and licensing requirements.
- Proven ability to work collaboratively with parents, families, staff and community partners.
- Budget development and monitoring experience.
- Strong organizational and attention to detail skills.
- Proficiency in using technology and software for program management and communication.
- Must have a car, valid driver's license and minimum \$100,000/\$300,000 car insurance
- Ability to support the Council's mission to champion the healthy development of children, families and our community by promoting quality early care and education in the following ways but not limited to:
 - Actively advocating for policies and resources that improve the quality, affordability and accessibility of care
 - Increasing awareness of Council services by participating in community events, outreach emails, calls etc.
 - Providing culturally relevant and inclusive services in person, over the phone, by mail, and/or by email to families, child care providers and other community members.
- Bilingual/Spanish speaker preferred

Reports to: Executive Director

Supervises: Director of Provider Services, Director of Family and Employer Services, Director of Professional Development and Director of Health Care Consultant Services

Classification: Exempt, Full-Time

Salary Range: \$100,000 to \$110,000

Disclaimer Clause:

Job descriptions and specifications are not intended and should not be construed to be an exhaustive list of all responsibilities, skills or working conditions associated with a job. They are intended to be an accurate reflection of the principal requirements of the position.