

Job Title	Assistant Director, QUALITYstarsNY
PVN ID	VA-1611-001496
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY-PDI
Status	Full Time
Annual Salary	\$75,000.00 - \$85,000.00
Hour(s) a Week	35
Closing Date	Dec 20, 2016 (Or Until Filled)

General Description

The New York Early Childhood Professional Development Institute is a fast-paced, dynamic public/private partnership that exists to drive the excellence of services designed for young children through research, policy, and practice. The ideal candidate will be a productive member of our team and will possess a genuine interest in furthering the work of the organization.

The Assistant Director will play a key role in the implementation of QUALITYstarsNY, New York's Quality Rating and Improvement System, one of the major projects coordinated by the Institute. S/he will work closely with all members of the QUALITYstarsNY team, and especially the Project Director, to establish project priorities, develop plans and ensure goals are implemented effectively and in timely manner. The Assistant Director will also liaise with a wide range of external stakeholders to further QUALITYstarsNY's mission and represent the initiative at conferences, meetings, and other engagements. S/he will report to the QUALITYstarsNY Project Director and undertake additional assignments at the discretion of the Project Director and the Institute's Executive and Deputy Directors.

- Support Project Director to coordinate and align staff operations, policies and procedures.
- Provide guidance and leadership in the implementation of QUALITYstarsNY.
- Collaborate with project managers to establish priorities, devise project plans and oversee plans to completion.
- Analyze data, including project budgets, as well as relevant research, to inform planning and outreach strategies.
- Support Project Director to promote the accountability of staff and subcontractors to ensure objectives are being met in a timely manner.
- Oversee targeted and regular advocacy efforts.
- Draft and refine a wide range of internal and external communications, including reports, and tailor to meet the needs of different audiences.
- Liaise with local and regional partners to promote QUALITYstarsNY and increase the capacity to meet the

needs of participating programs.

- Assist in coordinating details related to QUALITYstarsNY's presence and participation at conferences, events and other engagements.
- Represent and promote the work of QUALITYstarsNY at various engagements.
- Act in Director's absence to ensure continuity of programming

Other Duties

- Train new employees in evolving and routine processes.
- Work with technical staff and other program staff to coordinate project objectives.
- Assist in planning meetings, conferences, web-based communication etc.
- Assist in initiating and supervising subcontracts related to project goals.
- Maintain confidentiality as required by the project or as directed by supervisors.
- Keep accurate, detailed and well-organized records.

Qualifications

Minimum requirements for the position:

- A Master's Degree in early childhood education, public policy, public administration, or a related field of study.
- The equivalent of 5 or more years in a leadership role, with project or program management work experience, within the early childhood field or in an early childhood setting.
- Strong managerial skills and a demonstrated ability to manage up and manage laterally in order to accomplish goals in a timely manner.
- Proven track record of ability to develop, support and implement projects with complex, concurrent work streams.
- Experience with and demonstrated ability to write concise and compelling advocacy-related communications.
- Excellent oral, written, and presentation communication skills and attention to detail.
- Proficiency in Microsoft Office (Excel, Word, and PowerPoint).
- Ability to travel, including overnight.

In addition to meeting the minimum requirements, the Assistant Director position also calls for someone who possesses the following qualities:

- Genuine interest in understanding and analyzing data to inform practices and strategies.
- Comfort with competing and changing priorities, with a proven ability to organize and systemize work.
- Excellent writing skills, with the ability to tailor communications to different stakeholders.
- Excellent judgement and decision-making, with demonstrated ability to understand roles and priorities.
- Takes initiative and can anticipate and plan for contingencies.
- Good listener, flexible thinker, team player.
- Enthusiasm for multi-tasking.

- Demonstrated relationship-building skills, including a sense of humor.

Please submit your cover letter, resume and 3 brief (1-2 pages) original writing samples exemplifying your written communications aptitude. Your writing samples should include at least one advocacy-related communication. Other samples might include a newsletter, memo, social media post, email campaign, letter, etc.

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