

Job Title	Assistant Director, QUALITYstarsNY
PVN ID	VA-1708-002018
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	
Status	Full Time
Annual Salary	\$75,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Oct 12, 2017 (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 Institute.

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, especially the Project Director, to establish project priorities, develop plans and ensure goals are implemented effectively and in timely manner. S/he will support the Project Director in monitoring and ensuring accountability of quality improvement funds for participating programs. 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. S/he will act in the Director's absence to ensure continuity of programming.

Other Duties

- Support the Project Director to manage projects essential to QUALITYstarsNY, including coordination and alignment of staff operations, policies and procedures.
- Collaborate with the project managers to facilitate internal communication flow, oversee project organization and implementation, and ensure accountability for contract deliverables through effective and efficient systems. Supervise staff as needed.
- Monitor the distribution of quality improvement funds for participating programs, including tracking and reporting on the progress of participating programs' quality improvement plans.
- Analyze data and other inputs to write technical reports describing progress toward project goals and

outcomes.

- Oversee and assist in the creation of a wide range of internal and external communications, including funding reports, advocacy campaigns, website and social media content, outreach materials, newsletters and press releases, tailoring messaging about QUALITYstarsNY's mission and the project's impacts to different audiences.
- Support the Project Director in conducting quality assurance of vendors and subcontractors to ensure effective and timely completion of contract deliverables.
- Research and submit grant proposals to secure additional sources of funding as needed.
- Assist the Project Director in responding to requests from researchers, policymakers and the public at-large.

Other Duties:

- Train and provide ongoing professional development for staff, including new hires.
- Keep accurate, detailed and well-organized records, including management of the project's database system.
- Oversee the logistical planning of meetings, trainings and conferences, etc.
- Represent and promote the work of QUALITYstarsNY at various engagements as needed.
- Maintain confidentiality as required by the project or as directed by supervisors.
- Act in Director's absence to ensure continuity of programming.

Undertake additional assignments at the discretion of the Project Director, Executive Director and Deputy Director.

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 in early childhood education or related field.
- Strong managerial and supervisory skills to motivate the team to accomplish goals in an effective and timely manner.
- Ability to develop, implement and evaluate initiatives with complex and concurrent work streams.
- Excellent oral, written and presentation communication skills.
- Proficiency in Microsoft Office (Word, Excel and PowerPoint) and general fluency with various technology tools and platforms, including project management software.
- 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:

- Flexible and innovative thinker.
- Strong relationship-building skills, including a sense of humor.
- Reflective nature to analyze data to inform and improve practices.
- Comfort with competing and changing priorities.
- Sound judgement and decision-making.

Salary: \$75,000 - \$80,000. Excellent benefits.

Please submit your cover letter and resume with your application.

Application deadline: The position will remain open until it is filled.

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