

**Title: Early Education Senior Manager**  
**Reports to: Vice President, Community Impact**  
**FLSA Status: Exempt**  
**Hours: Full-Time/Estimated 40 hours per week**  
**Revision/Effective Date: November 2022**  
**Note: Grant funded position with a start date of January 3, 2023 (earliest)**  
**Salary Range: \$47,000 to \$52,000**  
(Health, Dental, Vision and Retirement Benefits available)

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## **JOB SUMMARY:**

The **Early Education Senior Manager** supports and advances United Way of Northern Nevada and the Sierra's mission (UWNNS) to link the community's will and resources to improve lives. This position is primarily responsible for implementing the **Nevada Ready! Pre-K** grant that provides access to high-quality Pre-K experiences for children in northern Nevada and related education initiatives. The position actively recruits, develops, and engages private early learning centers to participate in the program and engages community partners in delivery of the training and professional development of participating staff. The position provides training, technical assistance, coaching, and support to all funded centers to ensure they meet grant requirements. The position engages the community in UWNNS's work and creates a consistent, positive experience for participating children, families, center staff, and supporting community partners at every touchpoint.

## **ESSENTIAL FUNCTIONS:**

### **PROGRAM MANAGEMENT & IMPLEMENTATION**

- Responsible for supporting the planning, management, and implementation of high-quality Early Education programs in various settings within northern Nevada.
- Recruits and guides early education community partners to implement the program.
- Provides day-to-day management of initiatives to ensure compliance and all goals are accomplished.
- Develops and facilitates training, coaching, and feedback sessions with directors, teachers, and staff to incorporate best practices for early education community partners.
- Researches and stays up to date on best practices related to Early Childhood education, including Early Childhood assessment tools (i.e., Brigance, COR/TSG, CLASS, ECERS, TPOT).
- Interacts and works with early education community partners to build collaboration and improve service delivery systems.
- Identifies early education community partners and works in collaboration with early education staff to adapt program content and materials to meet the

identified needs of participants.

- Provides accurate and timely data collection / input and reports to meet funding requirements in the following areas: child demographics, professional development, curriculum, program evaluation, individualized support, school readiness, transition to kindergarten, health and safety, family engagement, and comprehensive services for families.
- Develops and maintains a knowledge base of current policies, standards, and issues affecting the childcare and early childhood education industries, standards, and policies on the local and national levels.
- Oversees the maintenance of project files, reviews sub-grantee invoices for accuracy, and prepares reimbursement documents for submission.
- Assures that all grant and financial procedures and payments to partners comply with policies and procedures regulating United Way operations and the Sub-Grantee Agreements.
- Responsible for monitoring the overall program budget.
- Collaborates with the United Way team to ensure that all program and financial procedures are accountable to financial requirements and regulations and completed in a timely manner.
- Establishes and builds relationships within all areas of care affecting young children and their families in northern Nevada.

### **COMMUNITY IMPACT**

- Commitment to understand the full span of UWNNS Community Impact programming activities.
- Works with the Community Leadership and UWNNS team in the development of strategic plan and outcomes of UWNNS program.
- Collaborate with UWNNS Team to design and implement UWNNS initiatives.
- Collaborate with UWNNS Leadership to advocate for policies related to UWNNS focus areas.
- Represent UWNNS on local and state committees and task forces, as assigned.

### **OTHER DUTIES AND RESPONSIBILITIES:**

- Duties and responsibilities listed above include the principal functions of the job description and shall not be construed as a complete listing of all miscellaneous, incidental, or other duties which may be assigned during normal operations.
- Provide consistent, clear communication and support to the UWNNS Community Impact Team efforts.
- Provide support to UWNNS resource development efforts.
- Maintains maximal organizational knowledge of issues affecting the community.
- Communicate the organization's mission, values, and donor engagement opportunities.
- Other duties as assigned.

## **QUALIFICATIONS:**

- Experience with a high-quality Pre-K program as an Early Education Director is preferred.
- Experience or knowledge with Creative Curriculum and Teaching Strategies Gold assessments is preferred.
- Ability to work and engage with early education providers, local/state government, and community partners.
- Working knowledge of early childhood education and childcare standards.
- Strong analytical skills, project management, and process improvement experience.
- Ability to build strong, productive relationships and motivate individuals to obtain results with diverse groups at all levels, both internally and externally.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and governmental laws and regulations.
- Demonstrated leadership abilities with exceptional written/oral communication and presentation skills.
- Demonstrated ability to tactfully handle stressful situations, negotiate and resolve conflicts, maintain confidentiality, and respect and observe organizational protocol.
- Ability to work a flexible schedule, including evenings and weekends, as needed.
- Well-organized, efficient, detail-oriented, and able to meet critical deadlines.
- Ability to work well with others to accomplish the work of the organization.
- Courteous and professional manner.
- Experience in working with diverse populations.
- Have a reliable vehicle; possess a current Nevada driver's license and auto insurance. Ability to travel to work in a variety of locations throughout northern Nevada and other parts of the state, as needed.
- Demonstrated ability to use Word, Excel, and PowerPoint.
- Bilingual in Spanish is preferred.

## **EDUCATIONAL REQUIREMENTS:**

- Bachelor's degree in Early Education or a related field including Family Studies, Human Services, etc.
- Knowledge of Creative Curriculum and Teaching Strategies Gold assessments is preferred.

## **EXPERIENCE REQUIRED OR PREFERRED:**

- 5+ years of experience in an early childhood setting



**PHYSICAL REQUIREMENTS OF THE JOB:**

While performing the duties of this job, the employee is regularly required to sit for up to 3.5 hours; speak clearly and hear callers when answering the phone. The employee is occasionally required to move throughout the office to perform office duties. Specific vision abilities required by this job include close vision and ability to adjust focus. Reasonable accommodation will be provided.

**TO APPLY:**

Send Cover Letter and Resume to Kelly Stevens at [Kelly.Stevens@uwnns.org](mailto:Kelly.Stevens@uwnns.org). Application review begins December 9, 2022 and will continue until candidate is selected.