

Job Description

Birth-to-Five Coalition Coordinator *Monroe County, Indiana*

This is a full-time contract position which will initially be housed at United Way of Monroe County.

Summary of Position Goals:

To provide the staff leadership for a long-term community coalition to benefit the birth-to-five age group and community at large, bringing together leaders from business, education, labor, government, the religious sector, and health and human service providers. The objective of the coalition is to ensure that all children in Monroe County start kindergarten ready to learn, by increasing awareness, skills and support for parents/guardians of young children (prenatal through age five, especially up to age three).

Responsibilities:

Stage 1: by 9-1-10

- Gather community input and engage people across sectors
- Develop relationships with agencies and those already involved with birth-to-five
- Identify organizational structure that will make the coalition a success in our community
- Formally organize and launch the coalition
- Research and develop strategies to reach newborns and their parents
- Evaluate which best practices are most promising for our community
- Work with coalition partners to create a strategic plan, including
 - Priority strategies/programs
 - A marketing plan for the community
 - An evaluation plan

Stage 2:

- Implement strategic plan
 - Hire and supervise staff / contract and liaison with partners for program strategies
 - Conduct community awareness campaign on birth-to-five development
 - Evaluate and document results
- Continue to build and coordinate the coalition
- Lead the development of a funding model to sustain and build upon successes beyond the initial implementation period
- Advocate for state investment in birth-to-five

Reports to: Coalition Executive Committee, including Community Foundation and United Way representatives

Education and Experience:

- Undergraduate degree in early childhood education, a social sciences field, social work, non-profit management, or a related field; master's degree preferred
- History of advocacy for children and families and related community-building experience

Knowledge and Skills:

- Strong organizational skills and initiative
- Effective in facilitating diverse groups and managing group dynamics
- Acumen for strategic thinking and planning
- Ability to research and synthesize large quantities of information and extract key applications
- Experience in non-profit management, grants management, program evaluation and finance
- Familiarity with local community agencies preferred
- Strong background in early childhood
- Excellent communications skills, both written and oral
- Problem-solving and critical thinking
- Standard office computing skills
- Passion for the coalition's mission

Salary: Commensurate with experience and qualifications

About Funding: The initiating partners of the coalition, the Community Foundation of Bloomington and Monroe County and United Way of Monroe County, are committed to providing and helping to secure funds for the 3-year pilot period, with the goal of sustainability thereafter.