

## **Job Description**

**Enrichment Services Program, Inc.**

**Job Title:** Early Success Collaborations Manager

**Department:** Department of Early Childhood & Family Services

**Classification:** Exempt

**Job Reports To:** Assistant Director of Department of Early Childhood & Family Services

### **Job Summary:**

The Early Success Collaborations Manager assist's the organization in forming Strategic Partnerships that will provide opportunities through collaborations, Head Start services for 3 and 4 year old children. The Early Success Collaborations Manager fosters relationships with all community vendors and partners to establish avenues for early childhood learning and success. The Early Success Collaborations Manager in conjunction with the Senior Leadership team, identifies and negotiates partnership opportunities that support Enrichment Services Program, Inc. vision and mission.

### **Major Responsibilities/ Activities:**

- Develop leads through research and networking for potential collaborative partnerships (as necessary)
- Manage partner and vendor relationships
- Present partnership updates and opportunities for improvement to the Assistant Director and Director of DECFS.
- Collaborate with industry representatives and local school districts to create partnerships to benefit student learning and development
- Manage and monitor partnership negotiations and contractual agreements on regular basis to maintain compliance
- Attend business advisory/industry meetings to establish relationships for collaborative partnerships
- Work with project managers/consultants to oversee all phases of the partnership
- Provide high-level customer service to all partners
- Provide general leadership, guidance, and support to relative team members in order to collaborate, give feedback, develop plans, and reach team and individual goals
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others

- All work responsibilities are subject to having performance goals and/or targets established
- Develop community networks for support for special events and outreach opportunities
- Assist in recruitment efforts for families and children for Head Start enrollment for the collaborative partners
- Conduct project planning with all department heads from each partner organization and within the ESP, Inc. organization for continuous improvement and compliance
- Assist in coordinating training for all partner staff to include department heads about Head Start services
- Supervise Family Services staff for all assigned locations
- Monitor programmatic operations to ensure compliance with health and safety, classroom management, and family services and partnerships
- Orders supplies and resources as contracted for program operations
- Oversee and resolve all grievances and concerns from parents and families

**Knowledge, abilities and skills:**

- Ability to work with and through people to establish goals, objectives, and action plans
- Knowledge and understanding of Head Start services and relationship building
- Knowledge of Head Start standards
- Ability to create and present proposals to clients effectively through both written and verbal communication
- Ability to think creatively when developing collaborative partnerships
- Detail oriented
- Ability to generate new partnerships through relationship building and networking
- Ability to represent the organization in civic and professional organizations
- Ability to provide outstanding customer service to new and existing clients including helping to develop partner sponsorship ideas based on client needs
- Skilled in communicating and managing all aspects of signed agreements with departments, including but not limited to timelines, approvals and updates

**Minimum Requirements:**

- Bachelor of Science Degree (B.S.) in Early Childhood Education, Management, Social Service or related field.
- Minimum of two years of management experience in a child care setting or social service agency.
- An equivalent combination of education and experience accepted.

**Communication Skills**

Clearly and effectively conveys and/or presents information verbally; Shares ideas and perspectives and encourages others to do the same; Writes in a clear, concise, organized and convincing way for the target audience; the message has a distinct beginning, middle and end and is error-free; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; effectively uses multiple channels to

communicate important messages; Keeps supervisor well informed about progress and/or problems

**Interpersonal Skills**

Relates well with others; treats others with respect; Shares views in a tactful, considerate way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others in various situations or settings; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers; Effectively handles challenging or tension-filled situations

**Functional Expertise:**

Has the skills, abilities, knowledge and experience to be successful in a functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise; Approaches problems resourcefully and creatively; actively pursues information related to problems; effectively generates solutions in a timely manner; Embraces and utilizes new technologies; Produces high quality work in organized and timely fashion; Manages time and priorities effectively

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to walk, sit, use hands and fingers; reach with hands and arms; talk or hear. The employee is also required to stand, climb, balance, stoop, kneel or crouch. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee may be required to lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to focus.

**Equipment Used:**

Office equipment such as P.C., telephone system, calculators, fax machines and copy machines.

**Additional Comments:**

Acknowledged by: \_\_\_\_\_ Date \_\_\_\_\_

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

**MINIMUM REQUIREMENTS:**

***Education/Licensure/Certification:***

Bachelor's Degree in Education, Human Services, Human Resources, Marketing  
Master's Degree, preferred

***Experience:***

3 to 5 years relevant experience as site based manager

One year managing parent and/or community networking relationships