



Job Title: VAFCCA Director

Organization: Virginia Early Childhood Foundation (VECF) on behalf of the Virginia Alliance for Family Child Care Associations (VAFCCA)

Position Status: Exempt, Full-Time (1.0 FTE) Occasional evening/weekends required

Location: Virginia Early Childhood Foundation offices, Richmond, Virginia

Reports to: VECF VP of Operations on behalf of VAFCCA Board of Directors

Salary: Commensurate with experience; anticipated salary range is \$85,000-95,000

Benefits: Valued at more than 25% of salary

About VAFCCA:

VAFCCA is a small provider-led network that supports home-based family child care providers across the Commonwealth of Virginia. VAFCCA is a 501c3 entity and has a 12-member volunteer board. To efficiently access the financial management, human resources, technology, and other infrastructure services needed, VAFCCA will catalyze its growth through an interim relationship with VECF as its fiscal sponsor. Having recently completed a strategic planning process, VAFCCA has a new vision statement and updated mission statement and is looking for a Director to serve as an ambassador to lead the transformation of the organization's purpose, structure, and objectives.

Vision

Family Child Care is a sustainable and rewarding profession valued by the state.

Mission

To promote the growth, sustainability, and quality of Early Childhood Education in the family child care sector.

Job Overview:

VAFCCA is looking to hire its first full-time Director to implement the internal and programmatic strategic initiatives articulated in the 2024 strategic plan. These initiatives are designed to grow and sustain the organization itself and increase both the depth and reach of the advocacy, professional development and membership efforts for family child care providers in Virginia. This is an exciting time to join the organization as the Director will play an integral role in manifesting the vision articulated during the strategic planning process and make a foundational impact on VAFCCA's ability to achieve its updated mission. The ideal candidate will have a deep commitment to early childhood education, understanding of the Virginia family child care sector and policy ecosystem, be entrepreneurial in nature, highly self-motivated, and comfortable in a fast-moving and adaptive environment.

Key Responsibilities:

- Works with the VAFCCA Board of Directors and VECF in growing and diversifying the Board, and in planning, facilitating and documenting Board meetings; submits monthly written reports to Board on programmatic and fiscal matters
- Prepares and monitors annual operating budget in partnership with Board Treasurer and Fiscal Sponsor staff, and reports regularly to the Board on the organization's financial position
- Creates policies and procedures to support programmatic and operational growth
- Builds a fundraising strategy and pursues all appropriate revenue sources including grants and contracts while ensuring compliance with all reporting requirements of all funding agencies

- Designs and executes recruitment strategies to grow and retain a vibrant membership base. Oversees the membership lifecycle, maintaining strong relationships through regular communication and feedback, and analyze trends to inform retention efforts
- Proactively represents the interests of both the organization and the sector in advocacy and policy efforts; uses state administrative data and membership data and input to formulate policy agenda; taps Board and member participation to drive advocacy efforts; communicates the importance of and challenges for the family child care sector to policy makers, legislators, funders, caregivers, journalists, and the business sector
- Oversees the planning, implementation and evaluation of programs and services
- Manages volunteers, vendors and strategic partnerships to execute programs and realize impact
- Remains up-to-date on issues pertinent to the organization through ongoing education, provider, and membership-building engagement
- Designs data collection tools and systems to support program design and movement building; regularly analyzes data and shares findings with various audiences
- Provides support and guidance to providers on navigating and implementing regulatory changes, ensuring compliance and minimizing disruption
- Establishes and sustains strong relationships with regional family child care associations, National Association for Family Child Care, governmental agencies, funders, partners, Ready Regions, the Virginia Promise Partnership and other relevant stakeholders to advance the needs of family child care providers across the State of Virginia
- Other duties as deemed necessary

Skills/Experience:

- Ability to build strong and durable relationships with diverse Virginia family child care providers
- Ability to identify system and policy barriers and to design new programs that address these barriers
- A minimum of 5 years of experience in family child care, early childhood education, home visiting, nonprofit, consulting, grassroots advocacy, and/or social enterprise settings
- Sound decision-making by identifying, assessing, understanding, acting on and communicating opportunities and risks
- Ability to motivate volunteers and board members to engage in and support the mission of VAFCCA
- Demonstrated ability to positively influence others to achieve results, empowers and inspires others
- Strong verbal communication skills, including ability to communicate complex issues clearly to varied audiences and communicate strategically to achieve objectives
- Understanding of national, regional and local legislative and policy shifts and the impacts on family child care providers
- Ability to analyze data and use analysis to demonstrate need and/or promote change
- Cultural competence, empathy, and the ability to support diverse stakeholders
- Familiarity with nonprofit organization policies and systems
- Remote work capability
- Familiarity with contract oversight
- Excellent written communication skills for diverse audiences
- Proficiency in Microsoft Office Suite, Google Suite, and online meeting platforms, such as Zoom
- Ability to work independently, manage projects end-to-end, and handle multiple projects simultaneously

Interested candidates should submit a resume, cover letter, and three professional references to Jobs@vecf.org by October 11.

VECF, serving as the fiscal sponsor, is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, gender, sexual orientation, national origin, genetics, disability, age, or veteran status. VECF maintains a drug free workplace.