



**Position Title:** Operations Coordinator, Mixed Delivery

**Position Status:** Exempt, Full-Time (1.0 FTE)

**Location:** In office at VECF offices in Richmond, Virginia with one remote day a week. Position may be considered for fully remote or hybrid for candidates who live outside the Richmond area.

**Reports to:** Vice President, Operations

**Compensation:** Commensurate with experience; anticipated salary is \$68,000 - \$75,000 plus benefits valued at more than 25% of salary

### **Organization**

The Virginia Early Childhood Foundation (VECF) is a statewide non-profit public-private partnership with the vision that every region in Virginia will ensure opportunities for all families with young children to thrive. Its mission is to serve as the non-partisan steward of Virginia's promise for early childhood success. In partnership with key state agencies, VECF supports the work of local communities and regions in strengthening their early childhood systems. The Foundation provides competitive grants and technical assistance to regional early childhood initiatives formed to build capacity and infrastructure in local communities for delivery of high-quality early childhood programs.

### **Job Overview**

This role delivers responsive customer service and guidance to grantees and partners, while ensuring that communications and resources are kept up to date across digital platforms. It provides essential project and administrative support, maintaining accurate grant and operational records. Additionally, the position contributes to the Mixed Delivery program through meeting facilitation, collaboration with state partners, and strategic support to strengthen grantee capacity.

### **Key Responsibilities**

#### *Customer Service*

- Serve as the primary point of contact for finance and operations matters for grantees and partners, responding to inquiries promptly
- Keep online resource and communication portals current with project resources, updates, frequently asked questions, meeting recordings, and other helpful information for grantees and partners
- Send reminders to grantees and partners regarding report due dates, technical assistance opportunities, and other relevant updates and deadlines
- Gather information for, draft, and format weekly Mixed Delivery emails

#### *Information and Project Management*

- Develop and manage operational project management processes, including those related to Ready Regions' Mixed Delivery applications; development of annual foundational documents such as contract templates, Mixed Delivery Program Guidelines, etc.; and reporting
- Keep project management systems updated with current status of project budgets, reports, and other operations related documentation

- Provide administrative and operations support for internal teams including contact management, meeting scheduling, registration coordination, and routing emails
- Update and develop project forms and processes in grants management system
- Assist with formatting documents for Ready Regions' and ECCE sites' use
- Assist with data entry, contract management, and invoice review
- Facilitate the creation and submission of grant reports to funders by coordinating data collection, drafting narrative content, and ensuring compliance with reporting requirements and deadlines

#### *Mixed Delivery Program Support*

- Serve as liaison for the Finance & Operations team by participating in and contributing to internal Community Network team meetings and external stakeholder meetings with state partners and grantees
- Support the Mixed Delivery Program Manager in strategic and operational duties furthering the capacity building of grantees, including tracking grant deliverables and providing feedback
- Assist with event planning, both online and occasional in person, including coordinating location logistics, invitations, day of support, etc., as needed, including technical assistance sessions.

#### **Minimum Qualifications**

- 3+ years proven track record of successful project management, program support and/or operations roles
- Ability to problem-solve, self-direct, and manage workload
- Ability to balance multiple demands, exhibit strong task management skills, find efficiencies, and be flexible in handling last-minute needs and changes
- Outstanding organizational skills, attention to detail, and ability to meet strict timeframes
- Excellent verbal and written communication skills for varied audiences.
- Proficiency in Office Word, Excel, PowerPoint, Outlook.

#### **Preferred Qualifications**

- Bachelor's degree in a related field (e.g., education, public administration, nonprofit management).
- Familiarity with Virginia's early childhood education system and/or Ready Region network.
- Experience working with consultants and navigating complex project environments.

#### **Physical Requirements and Work Environment**

- Prolonged sitting and computer use, occasional walking or standing
- Occasional light lifting (up to 15 lbs)

Interested candidates should submit a resume, cover letter, and three professional references to [Jobs@vecf.org](mailto:Jobs@vecf.org) by 10/30/25. Interviews may be scheduled on a rolling basis as applications are received and applicants are identified for potential fit.

*VECF is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment. VECF maintains a drug-free workplace.*

Last Updated: 9.10.2025