



Role Title: Contractor, Virginia Business Roundtable for Early Education (VBREE)

Role Status: Contractor role, average 25 hours/week (negotiable)

Location: Onsite at VECF offices in Richmond, Virginia OR Remote

Reports to: President

Compensation: Commensurate with experience; hourly rate is anticipated to be \$75/hour

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 regional 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.

As an advisory committee to the VECF Board of Directors, the Virginia Business Roundtable for Early Education (VBREE) was founded in 2023 with the belief that Virginia's prosperity and quality of life are inextricably dependent upon a strong early childhood education system. A nonprofit, nonpartisan initiative of the VECF board of directors, VBREE's mission is to sustain and grow, through strategic financing, the supply of high quality, affordable and accessible child care, driving critical and multi-faceted benefits for the Commonwealth. To learn more, visit <https://vecf.org/virginia-business-roundtable/>.

Contractor Role Overview

The VBREE Contractor will provide strategic, operational, and facilitation support to the Virginia Business Roundtable for Early Education (VBREE) at the state level. This role will work closely with the President and VBREE Chair to advance VBREE's mission to enhance Virginia's child care system to drive significant positive impact on children's school readiness, families' workforce participation, a thriving business sector and labor force, and a strong economy in Virginia.

The contractor will serve as a key connector among state-level leadership, VBREE's government relations firm, and the Gotta Have Child Care partner initiative. The role will support VBREE's sustainability, effective governance, and alignment across partners, while helping translate state-level strategy, policy, and practice into coordinated action and advocacy.

Key Responsibilities

- Support the President and VBREE Chair through meeting coordination, preparation, and follow-up.
- Provide organizational and strategic support to strengthen VBREE's long-term sustainability and governance structure.
- Serve as a liaison with VBREE's contracted government relations firm to align legislative and budget agenda with VBREE priorities and leader engagement.
 - Working with the contractor and President, monitor and synthesize relevant state policy, legislative, and system developments impacting child care, especially in supporting Virginia's Gotta Have Child Care coordinated campaign goals. Draft and manage briefing materials, summaries, and internal communications for stakeholders.
- Serve as a connector between state-level strategy and regional early childhood initiatives.
- Facilitate cross-sector meetings and working sessions to advance shared goals.
- Support leadership discussions related to roles, expectations, and terms for Roundtable supporting partners to promote continuity and effectiveness.
- Coordinate information sharing across partners to ensure alignment and consistency of effort and mission alignment.

Minimum Qualifications

- Experience working with boards, coalitions, or cross-sector initiatives.
- Ability to work effectively with senior leaders, business representatives, nonprofit organizations, and public-sector partners.
- Strong understanding of governance, organizational sustainability, and partnership development.
- Demonstrated facilitation skills and experience convening diverse stakeholders.
- Experience coordinating with government relations, policy, or advocacy partners.
- Excellent verbal and written communication skills for varied audiences.
- Proficiency in Office Word, Excel, PowerPoint, Outlook.

Preferred Qualifications

- Experience working with initiatives related to business, workforce and economic development, industry associations, and child care.
- Familiarity with Virginia state-level policy and advocacy related to child care.
- Demonstrated experience serving as a collaborative, trusted connector between state strategy and regional implementation.

Interested contractors should submit a resume, cover letter, and three professional references to Jobs@vecf.org by Friday, January 30th. Interviews may be scheduled on a rolling basis as applications are received and applicants are identified for potential fit.

VECF maintains a drug free workplace.