



Position Title: Coordinator, Employee Child Care Assistance Program (ECCAP)

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

Location: In office at VECF offices in Richmond, Virginia Monday-Thursday with work from home remotely on Fridays (preferred)

Reports to: Vice President of Community Networks

Compensation: Commensurate with experience; anticipated salary range is \$80,000-\$90,000 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 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.

At VECF, team members take initiative, bring their best work forward, and collaborate generously with colleagues across the organization. We value diverse perspectives, learn from one another, and work together to achieve shared goals. Guided by a commitment to excellence and continuous improvement, we consistently seek ways to strengthen our impact and advance our mission.

Job Overview

The Virginia Early Childhood Foundation (VECF) seeks a Program Coordinator to support the launch of Virginia's new Employee Child Care Assistance Program (ECCAP). This program, established in [Virginia Code](#) during the 2026 State Legislative Session, is designed to provide opportunities for employers to contribute to the cost of child care for their employees through a state-funded matching model which also requires that income-eligible families of enrolled children pay a portion of the cost, with flexibility to engage additional payors, such as philanthropy and local government. In partnership with VECF, the state's [Ready Regions partners](#) will administer ECCAP as part of the state's publicly funded [Mixed Delivery program](#).

Virginia joins a handful of other states in formally established similar public-private child care cost share programs. This presents an exciting opportunity for the Program Coordinator to play a critical role in designing, building, and launching the new ECCAP and scaling and sustaining it for success overtime.

We expect that a variety of candidates from diverse backgrounds and professions may be well suited for the role and are encouraged to apply. Relevant backgrounds could include business, human resources, benefits administration, public relations, communications, child care, and social services. Most importantly, successful candidates will have a high-capacity to think strategically, absorb new information; operate within ambiguity; approach challenges with a continuous-learning and problem-solving mindset; collaborate across internal and external partners; facilitate outreach and relationship-building across diverse sectors; translate complex program concepts into clear, compelling public information; and manage competing priorities and workstreams to meet key deadlines.

Key Responsibilities

Program Design and Administration

- Work with VECF and VDOE colleagues to identify key program implementation parameters and make informed recommendations on key areas of decision
- Identify and lead key steps to program implementation, including through engagement with employers, Ready Regions, and VECF colleagues
- Administer and coordinate all aspects of implementing the ECCAP program, including enrollment, provider relations, compliance monitoring, reporting, documentation, and stakeholder communication to ensure effective program operations
- Collaborate with internal and external stakeholders to identify, implement, and continuously improve processes, possibly including technology solutions, that support program delivery, including payment processing, data integration, performance tracking, reporting, and operational efficiencies.
- Respond to evolving opportunities and challenges, working with VECF and VDOE colleagues and RR partners to shift strategies, when appropriate.
- Work closely with Ready Region leaders and participating employers to learn from implementation successes and challenges

Project Management

- Develop and maintain project plan with key timelines, activities, and deliverables
- Oversee and manage external contractor(s) working on ECCAP
- Establish and facilitate recurring internal meetings for cross-team collaboration and real-time decision-making

Information and Communications

- Develop clear, concise, and updated information for ECCAP stakeholders, including FAQ documents and text for user-friendly webpages
- Document and report on challenges and progress towards goals, including initial progress report to the General Assembly by December 1, 2026

Stakeholder Engagement

- Work with VECF's Advisor for Business Engagement and Innovations and Ready Region leaders to facilitate outreach and build relationships across diverse business sectors
- Engage input from stakeholder partners on program design and implementation

Minimum Qualifications

- Associate's or bachelor's degree in a relevant field or equivalent combination of education and experience.
- Ability to lead engagements from strategic design through implementation
- Prior experience launching a new initiative
- Skill in translating complex information for diverse stakeholders
- Continuous learning and problem-solving mindset
- Experience as self-starter, relationship-builder, and creative innovator
- Excellent verbal and written communication skills for varied audiences.
- Proficiency in Office Word, Excel, PowerPoint, Outlook.

Preferred Qualifications

- Experience with or knowledge of Virginia's child care system
- Experience working on child care access, family benefits, or workforce support initiatives
- Familiarity with Virginia's business community and/or economic landscape
- Experience engaging small businesses and/or chambers of commerce
- Knowledge of employer-sponsored benefit models or third-party benefit administration

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. Application review will begin on August 21, 2026. While priority consideration will be given to applications received by that date, applications submitted afterward may be considered until the position is filled.

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: 07.23.2026