



Position Title: Senior Advisor, Business Engagement and Innovations

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: President

Compensation: Commensurate with experience; anticipated salary range is \$95,000-\$115,000 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 Business Engagement Advisor supports VECF's efforts to identify, develop, and advance innovative strategies that strengthen Virginia's family-centered early childhood care and education (ECCE) system. The Advisor leads coordination of the Virginia Business Roundtable for Early Education (VBREE) and supports regional business engagement efforts through Virginia's Ready Regions. In partnership with business leaders, regional stakeholders, state agencies, and other partners, this role helps drive employer-focused initiatives and regional action planning that advance shared ECCE goals.

This role works across initiatives to support the implementation of promising practices, pilot new approaches, engage key stakeholders, inform policy priorities, and advance sustainable solutions that improve outcomes for children, families, employers, and communities.

Key Responsibilities

Business Engagement

- Serve as the staff lead for the Virginia Business Roundtable for Early Education (VBREE), supporting statewide business leadership engagement and advancing strategic priorities.
- Coordinate and support regional business delegations within Virginia's Ready Regions.
- In coordination with the Senior Director of Ready Regions, help each region develop, implement, and sustain business-driven action plans.
- Build and maintain strong relationships with employers, chambers of commerce, economic development organizations, industry associations, Ready Regions, and other strategic partners across the state.
- Support the development and implementation of employer-focused initiatives, including employer cost-sharing strategies, compensation pilots, and other efforts requiring and engaging the business community.
- Represent VECF in meetings, convenings, and stakeholder groups related to business engagement and early childhood initiatives.

Project Coordination and Implementation

- Coordinate planning, timelines, deliverables, and stakeholder communications for assigned initiatives and projects.
- Support implementation of statewide and regional projects by facilitating collaboration among business leaders, Ready Regions, contractors, state agencies, and other partners.
- Develop materials, presentations, reports, and meeting agendas to support project goals and stakeholder engagement.
- Manage and track projects, identify risks or barriers, and recommend strategies to ensure successful implementation.

Strategy, Learning and Continuous Improvement

- Collaborate with VECF staff, partners, and contractors to pilot, refine, and scale ECCE strategies

- Help identify opportunities to strengthen business engagement in Virginia's ECCE system and connect efforts across related initiatives.
- Gather stakeholder feedback and project data to inform continuous improvement and future planning.
- Monitor emerging practices, employer engagement models, and related developments in Virginia and nationally to inform strategy and implementation.
- Support reporting and evaluation activities that measure outcomes, document lessons learned and inform future investments and policy considerations.

Minimum Qualifications

- Bachelor's degree or equivalent combination of education and experience.
- 5+ years of experience in stakeholder engagement, partnership development, project management, program implementation, or related work.
- Strong relationship-building skills and experience working with business leaders, community organizations, government agencies, or cross-sector partnerships.
- Demonstrated experience managing multi-stakeholder initiatives and coordinating complex projects involving diverse partners.
- Ability to manage multiple priorities while maintaining attention to detail and meeting deadlines.
- Experience using data and stakeholder feedback to support decision-making and continuous improvement.
- Excellent verbal and written communication skills for varied audiences.
- Proficiency in Office Word, Excel, PowerPoint, Outlook.

Preferred Qualifications

- Knowledge of Virginia's early childhood care and education system in a related field.
- Experience engaging employers, business organizations, chambers of commerce, or economic development partners.
- Familiarity with collective impact, systems-building, or regional collaboration initiatives.
- Experience supporting advisory groups, boards, or stakeholder committees.
- Knowledge of project management tools and practices.
- Experience working with publicly funded initiatives, grants, or cross-sector partnerships.

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