



Position Title: Manager, Early Childhood Business Supports

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

Location: Preferred in office at VECF offices in Richmond, Virginia Monday-Thursday with work remotely on Fridays

Reports to: Director, Mixed Delivery

Compensation: Commensurate with experience; anticipated salary is \$75,000 - \$85,000 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.

Job Overview

This role supports efforts to strengthen Virginia's early childhood care and education (ECCE) system and improve sustainability for ECCE providers. The role involves coordinating initiatives that enhance quality, access, and compensation across home-based child care providers and child care centers. Responsibilities include strengthening both home-based and center-based sectors of the child care industry through use and management of the resources, and collaborating with Ready Regions and other stakeholders to ensure providers have the tools and guidance they need to thrive. resources, and collaborating with Ready Regions and other stakeholders to ensure providers have the tools and guidance they need to thrive.

Key Responsibilities

Program Coordination & Development

- Support the design, coordination and implementation of statewide initiatives that strengthen the early childhood workforce, including pilots that help build sustainable home- and center-based child care businesses.
- Coordinate delivery of technical assistance, resources, and engagement opportunities for providers.
- In partnership with other VECF staff/contractors, coordinate [Project Pathfinders](#).
- Review Ready Region reports and contribute to reports to funders
- Support additional workforce initiatives and special projects as priorities evolve.

Ongoing Development and Coordination of the Business Academy

- In collaboration with other VECF staff, lead considerations about how the Business Academy can fit within a broader agenda to strengthen Virginia's ECCE leaders' capabilities to increase compensation of the ECCE workforce.
- Collaborate with VECF Mixed Delivery and Ready Region Systems Coordination teams to expand and implement the Business Academy.
- Monitor timelines, deliverables, and engagement related to the Business Academy, including VECF's Business Academy Budgeting Tool, complementary training, support, etc.
- Lead data collection and evaluation efforts to support quality oversight and continuous improvement, using insights to refine existing tools, develop new resources, and enhance training and support processes.
- Lead communications and coordination with contractor(s). Provide strategic oversight to address emerging questions and ensure seamless execution.

Mixed Delivery Business Academy Implementation

- Lead the annual review and approval of Mixed Delivery Technical Assistance Plans ensuring strategies support sites in meeting Mixed Delivery requirements.
- Provide ongoing technical assistance to Ready Region staff through monthly 1:1 meetings, written resources, and follow-up communication.
- Design and facilitate a monthly Community of Practice for Ready Region staff and contractors.

Minimum Qualifications

- 5+ years of experience in nonprofit, early childhood, or community-based leadership roles.
- Experience in project coordination, program support, or operations.
- Deep understanding of Virginia's child care system and provider needs.
- Strong project management and organizational skills, with the ability to manage multiple priorities independently.
- Proven ability to build and maintain trust with providers and community partners.
- Excellent verbal and written communication skills for varied audiences.
- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook.

Preferred Qualifications

- Experience providing training or technical assistance to child care leaders, particularly on topics related to running successful and stable businesses.
- Experience supervising work of external contractors.
- First-hand experience working in or operating a center-based or home-based child care program.
- Knowledge of Virginia's early childhood policies, licensing, and subsidy systems.
- Experience working with diverse stakeholders, including funders, government agencies, and community organizations.
- **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. Applications will be reviewed immediately and on a rolling basis 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: 10.09.2026