



Building Bright Futures

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Building Bright Futures | Deputy Director

Building Bright Futures is Vermont's early childhood public-private partnership established by law to monitor the state's early care, health and education systems and to advise the Administration and legislature on policy and systems improvements. BBF operates at the state and local level to convene stakeholders and community members with a common goal of meeting the diverse needs of all Vermont children and families.

The Deputy Director serves as an essential bridge between the work of the State Building Bright Futures (BBF) Early Childhood Advisory Council, Building Bright Futures Executive Director, and the 12 Regional Building Bright Futures Councils across Vermont in a building a cohesive statewide network.

The Deputy Director supports and enhances efforts to improve Vermont's Early Care, Health, and Education system; supports a statewide team of Regional Council Coordinators; facilitates implementation of statewide projects and grants; convenes and collaborates with early childhood stakeholders of all types from both the private sector and public sector; and serves as an ambassador of BBF. The Deputy Director receives direct supervision from the Executive Director.

Position Responsibilities

Regional Management & Collaboration

Activities include supervision and support of a statewide team of Regional Council Coordinators working collaboratively with respective Regional Council Leadership Teams around oversight of responsibilities. The Deputy Director will work closely with Regional Councils members and the State Advisory Council members to ensure strong feedback loops and communication between the Regional and State Councils. The Deputy Director will work closely with state public and private partners to ensure that regional and community needs are elevated at the state level.

Community Convening & Outreach

The Deputy Director will work to build relationships and convene early childhood stakeholders of all types within communities, from both the private sector and public sector, encouraging collaboration and implementation of strategies that maximize the impact of resources and supporting strategic planning efforts. The Deputy Director disseminates information about proven practices, bridges linkages among communities and statewide entities, as well as shares practical resources to support community efforts and foster momentum through shared knowledge and cross-community collaboration. The Deputy Director will attend statewide meetings related to the Early Childhood system and serve as an ambassador of Building Bright Futures.

Project Management & Coordination

Building Bright Futures statewide network:

Addison Building Bright Futures, **Bennington** Building Bright Futures, **Caledonia and Southern Essex** Building Bright Futures, **Central Vermont** Building Bright Futures, **Chittenden** Building Bright Futures, **Franklin Grand Isle** Building Bright Futures, **Lamoille Valley** Building Bright Futures, **Northern Windsor and Orange** Building Bright Futures, **Orleans and Northern Essex** Building Bright Futures, **Rutland** Building Bright Futures, **Southeast Vermont** Building Bright Futures and **Springfield Area** Building Bright Futures

The Deputy Director will oversee and coordinate the implementation of BBF statewide initiatives and projects. The Deputy Director will work closely with the BBF Executive Director and statewide public and private organizational leaders to ensure the successful implementation of projects that provide capacity to sustain and bring to scale long term systemic change and impact in the community.

Operations

The Deputy Director will support the Executive Director in managing the day to day operations of BBF. The Deputy Director will work to coordinate, plan and facilitate internal BBF staff meetings and retreats as well as State Advisory Council Meetings and other external stakeholder meetings. The Deputy Director will work to ensure strong intra-organizational communication and collaboration.

Other duties as assigned

BBF is seeking candidates who demonstrate the following specialized knowledge, skills and experience:

- Expert level knowledge and mastery of public systems that serve people, preferably children and families. Demonstrated understanding of principles and implementation of practices and collective impact theories and approaches that apply evidence based and innovative solutions;

- Expert knowledge of Federal, State, and Local programs along with the governing laws, regulations, methodologies, and/or policies to include technical knowledge of issues surrounding the early childhood care, health, and education system;

- Demonstrated experience building community relationships, collaboration and convening and coordinating diverse stakeholder groups;

- Expert knowledge and experience with strategic planning and systems change;

- Excellent public speaking, facilitation, verbal and written communication skills;

- Ability to be responsive to numerous concurrent requests and set priorities

Experience/Qualifications

Bachelor's degree in public policy, public administration or a related field; at least five year's experience working in systems, formalized partnerships, public policy; and knowledge of the child care, health, and education and K-12 education systems.

Requires knowledge of mission; goals and objectives of BBF as a unique organization; a Governor-appointed Advisory Council and statewide network supporting 12 Regional Councils.

Ability to develop instructions, style manuals, correspondence handbooks, and established shared procedures, policies and regulations between BBF state council and 12 regional councils.

The work involves different processes and methods. The candidate assumes standard responsibilities for prioritizing work, taking initiative to produce routine work products, as well as completion of special projects and assignments.

Extensive skills using computers and Microsoft Access, Excel, Word, Power Point

Ability to work as part of a team and commitment to being part of a peer-learning organization.

Knowledge of, and experience with education, early education, maternal and child health, specifically programs to support healthy pregnancy and births, families with young children with and without disabilities, including parenting education, early intervention, home visiting, early childhood mental health, Autism and other intervention and support strategies.

Experience working with young children and their parents as well as interagency work. Experience in training and support through technical assistance

Work is based out of BBF central offices in Williston with extensive statewide travel required.

Compensation

Full-time salaried position with a competitive salary and excellent benefits. Salary range \$65,000 - \$70,000.

Application Process

Email a resume and cover letter by January 25th at 5:00. Email kmobbs@buildingbrightfutures.org, Attention: Katie Mobbs, Office Manager.

Position begins in February 2017