

Early Childhood Special Projects Manager:

Flint Center for Educational Excellence

Exemption Status: Full-time, Exempt—Salaried (grant-funded position)

Position Summary

The Early Childhood Special Projects Manager (Manager) supports the Flint Center for Educational Excellence's (the Center) mission of building a community that works for all Flint kids by ensuring Flint kids are supported to thrive during their earliest years and seamlessly transition to kindergarten. With a primary focus on child-maternal health and nutrition, African-Centered Education (ACE) strategies, and improving kindergarten transitions for Black families, the Manager will work as a member of the Educare Flint and Cummings Great Expectations' teams to advance project goals while serving as a conduit to the Center on programs' progress.

Reporting to the Executive Director of Educare Flint & Early Childhood Partnerships (Executive Director), the Manager will ensure the timely achievement of project goals by effectively deploying the Center's resources to achieve those ends. As part of a two-person team embedded within the Educare Flint facility, the Manager serves as the primary point of contact on all matters related to the Center's Educare partnership. Additionally, the Manager will provide administrative support to the Executive Director as necessary. In coordination with the Research & Evaluation Manager, the Manager will convene and expand the reach of the Research-Program Partnership (RPP) to engage a broad cross-section of stakeholders in understanding and improving advancements in early care and education in Flint, Genesee County, and beyond. Additionally, the Manager will coordinate with the External Relations Manager to manage Educare Flint and Cummings Great Expectations' social media outlets, ensuring key audiences are apprised of advancements in the Center's early education strategy.

About the Flint Center for Educational Excellence

The Community Foundation of Greater Flint currently serves as fiscal sponsor for the Flint Center for Educational Excellence and will lead the pilot phase of its work until it becomes an independent entity. As a result, the workplace culture will be that of a dynamic start-up organization with team members proactively establishing systems and processes to support the Center's growth and development as a high-performing organization.

Major Responsibilities & Key Tasks

Project Management

- Serve as a liaison to the Executive Director to ensure special project goals are met
- Manage all phases of special projects, including overseeing activities of stakeholders
- Coordinate with internal staff, external stakeholders, and independent consultants to determine key milestones and measurement criteria; identify problems and create time estimates for special projects
- Prepare and communicate scope changes for special projects; monitor costs, benefits, and feasibility of projects

- Meet with internal and external stakeholders to review the status of special projects, develop specifications, and assist with the completion of work
- Prioritize and delegate tasks to internal and external stakeholders
- Anticipate and mitigate risks to the success of special projects
- Evaluate necessary changes to special projects and communicate changes to Executive Director
- Ensure deliverables are completed and outcomes are achieved on schedule
- Create and update project documentation
- Collect, analyze, and communicate project performance measures
- Design and deliver project-related training
- Develop, implement, and improve processes and procedures
- Create, disseminate, and deliver reports, presentations, and status updates for key stakeholders
- Assist the Executive Director in creating and submitting proposals to secure funding for special projects and other administrative tasks as assigned

Planning & Event Management

- Work with other areas of the organization on event planning for organizational events, employee gatherings, public figure and other dignitary receptions, and other events as required. Obtain facilities and caterers, issue information or invitations, coordinate speakers and manage event budgets. Coordinate arrival and attendance timeline for key speakers and dignitaries.
- Coordinate logistical needs for various regular meetings, including scheduling meetings, preparing agendas, notices, minutes, and resolutions of the board meetings. Arranges conference calls as necessary.
- Coordinate and offer facility tours at Educare Flint and Cummings Great Expectations as necessary
- Demonstrate exceptional organizational and problem-solving skills with the ability to recognize and appropriately handle highly sensitive and confidential material and information.
- Manage, track and report on the status of operational projects using data-driven performance metrics
- Establish excellent working relationships with internal staff, and external partners
- Exercise discretion and sound judgment concerning confidential and/or sensitive information

Communications & Outreach

- Co-develop and implement a comprehensive community outreach plan that increases public awareness about Educare Flint, Cummings Great Expectations, and the benefits of high-quality early childhood education
- Coordinate with the Executive Director to oversee the development of publications that highlight important developments in the early childhood sector and emphasize implications for policy and practice
- Collaborate with Educare Flint and Cummings Great Expectations staff to develop and disseminate monthly newsletters
- Oversee updates to websites and social media platforms

Other Duties

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

Minimum Qualifications

- Bachelor's degree in early childhood education or a relevant mix of education and work experience in education, childcare, project management, or public administration;
- Master's degree preferred.
- Minimum 5 years of successful experience working in schools or education-related programs, or similar experience in organizational planning and supervision of activities based on the developmental needs of youth.
- CPR & First Aid certifications, or ability to certify upon hire;
- Ability to effectively interact and collaborate with educators, parents, and Flint kids;
- Satisfactory criminal background check and unprofessional conduct check

Required Skills & Abilities

- Knowledge of principles related to the development of youth between ages 5-18;
- Strong organizational, communication, and interpersonal skills

Compensation & Benefits

- Starting salary range: \$65,000-\$75,000 per year based on education and experience
- Competitive benefits package including 401(k), health, vision, and dental benefits