



EAST DURHAM
CHILDREN'S INITIATIVE

Early Childhood Action Plan (ECAP) Project Manager

The Durham Children's Initiative (DCI) is committed to improving outcomes for children and families living in Durham. Our long-term vision is that youth in Durham successfully graduate from high school, ready for college or a career. We work to achieve this vision by providing a continuum of high-quality services for children, youth, and families extending from birth through high school and to college or career. DCI collaborates with over 40 partner organizations and community members who share our vision to provide these needed resources and supports to children, youth, and families.

In February, 2019, the North Carolina Department of Health and Human Services released [North Carolina's Early Childhood Action Plan \(ECAP\)](#). The North Carolina ECAP prioritizes ten goal areas that, if in place, would give children Birth-8 a strong start in life by strengthening early childhood systems to ensure all families and children receive the support they need. DCI is seeking to fill the position of Early Childhood Action Plan (ECAP) Project Manager to lead the development of a local, Durham-specific ECAP. This full-time, benefits-eligible position reports to the DCI Director of Partner Engagement and Pipeline Evaluation.

RESPONSIBILITIES

With DCI staff, partners, and community members, the Early Childhood Action Plan (ECAP) Project Manager is responsible for leading and managing the process for developing Durham's Early Childhood Action Plan (ECAP). Building on DCI's leadership as a backbone organization for collective impact, the position will: organize, plan, and facilitate partner meetings; develop relationships and opportunities for collaboration; manage timelines and budgets; coordinate community conversations; engage un- or under-engaged stakeholders; oversee systems to enhance communication and the capacity for information sharing; and support the writing of the Durham County ECAP.

The Manager must thrive in a start-up, nonprofit environment with limited supervision. He/she/they must work collaboratively with the DCI team and external partners to meet goals and objectives. The Manager works with a small team to accomplish goals and further DCI's mission.

Our Perfect Candidate can:

- Effectively develop relationships and opportunities for collaboration with a broad range constituents and multi-sector partners, including: city and county agencies, schools, nonprofits, colleges and universities, businesses, civic and neighborhood groups, faith-based organizations, and parents and youth
- Coordinate with DCI partners to minimize redundancies and to align strategies and actions by establishing a common agenda, shared measurement system, and mutually reinforcing activities
- Plan and facilitate partner meetings and community events, and accurately and efficiently synthesize information from the meetings
- Manage multiple tasks, while maintaining quality and meeting deadlines
- Utilize skills related to consensus building to move partners forward together

- Develop a communication strategy and communicate clearly (verbally and written) to various stakeholders
- Create or manage summary reports for internal and external stakeholders
- The following duties may be done in coordination with a consultant or other team members:
 - Develop communication materials as the Early Childhood Action Plan (ECAP) evolves, potentially including summary documents, brochures, FAQs, and other items
 - Develop web and social media strategy
 - Create a press strategy, including drafting press releases and coordinating with media outlets

MINIMUM QUALIFICATIONS

- Bachelor's Degree and passion for early childhood/human development. Master's Degree preferred
- Exceptionally excited about individuals with a background or experience in Early Childhood, (Mass) Communication, Public Administration, and/or Community Development
- Our ideal candidate would be willing to work some evenings and weekends as needed

Benefits and Salary: This position is eligible for a comprehensive benefits package provided by DCI. Salary for this position is competitive and is commensurate with prior experience.

Anti-Discrimination Policy: Durham Children's Initiative (DCI) prohibits discrimination and harassment, and provides equal employment opportunity without regard to race, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, sex or age. DCI is committed to recruiting, hiring, and promoting minorities, women, individuals with disabilities, and veterans.

Commitment to Child Safeguarding: DCI's selection process reflects our commitment to keeping all children safe from harm. To this end, all DCI staff members who may be in direct contact with children will be trained on their duty to report as well as DCI's Child Safeguarding Policies. All potential applicants will be screened through both a state and national database of criminal offenses, sexual offenses, and for acts of terrorism.

Employee Acknowledgment: The job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and DCI may require other essential and/or non-essential functions, duties or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type or kind.

How to Apply: Applications are reviewed immediately and until the position is filled. Applicants should send cover letter, resume, and three references by email (please add ECAP Project Manager in the subject line) to collin.leary@edci.org. No calls please.