

San Francisco Early Learning Alliance

The San Francisco Early Learning Alliance is new project designed to provide high quality business services exclusively for child care centers. The Alliance is forming a team with deep experience navigating early learning funding streams and requirements, who will work to free up center leaders and staff from burdensome administrative duties, so that they can focus their time on what matters most: children, families and teachers. The Alliance is fiscally sponsored by the California Child Care Resource & Referral Network and will work in service of their client centers, customizing services provided to meet their unique needs and circumstances. Services offered by the Alliance include: accounting, child care subsidy management, data management and reporting, and human resources compliance.

General Position Description

The Alliance Director is responsible the management of the San Francisco Early Learning Alliance, including strategy and service development, business operations, and resource development. The Director establishes clear goals and direction for the project, inspires and leads a small staff and team of partner agencies, provides direct services to clients, advises and informs the project advisory committee, and champions the project's vision, goals, and values.

This Position Reports to the Project Advisory Committee of the San Francisco Early Learning Alliance

Key Responsibilities

- Lead the strategic operation and administration of the project. Oversee development, implementation, quality, measurement, and promotion of programs, products and services.
- Design, develop fiscal systems and provide fiscal services to client agencies.
- Serve as spokesperson for the project and promote its mission, programs, and values. Establish and build strong cooperative relationships with clients, donors, and other key stakeholders and partners.
- Lead and inspire staff to accomplish the goals of the organization and understand and fully embrace the mission and values. Ensure an engaging climate which attracts, motivates, and supports a talented, diverse staff to effectively execute programs in service of early education program clients.
- Ensure adequate funds from diverse, ongoing revenue streams to sustain and further the project's mission and programs.
- Build strong relationships with the Project Advisory Committee and advise on governance best practices, responsibilities, risk management, finance, legal, and fundraising. Update the project advisory committee on programs and funding and communicate any issues with potential to effect the project and its mission.
- Lead the development, implementation, and periodic assessment of a strategic or implementation plan including goals, objectives, and timelines.
- Effectively develop and effectively manage a budget.
- Ensure the organization is compliant with relevant nonprofit regulations and is transparent and accurate in all its records and documents.
- Stay current in developments and trends in the nonprofit sector and issues relevant to the mission and make recommendations as appropriate.

Knowledge, Skills, and Experience Required

- Dedication and commitment to the organization's mission and values.
- Combination of experience and education that would provide the required knowledge and skills.
- Minimum ten years of experience in nonprofit business management.
- Broad experience in planning, budgeting, and fiscal management for early care and education organizations.

Alliance Director

Job Description

- Extensive experience managing early education funding streams.
- Solid knowledge of nonprofit accounting principles, financial procedures, and practices.
- Exceptional interpersonal, verbal and written communication skills, including public speaking.
- Outstanding leadership, networking, and motivational skills.
- Must be an innovative, strategic thinker with initiative and passion.

Physical Requirements

While performing the responsibilities of the job, the employee frequently sits, and occasionally stands, walks, talks/listens, stoops, kneels, crouches or crawls, and reaches with hands and arms. The employee occasionally lifts up to 20 lbs. Close and distance vision and manual dexterity to use a telephone and computer are required.

Employment Type

Full time position.

Wage Range