



## Early Care & Education Pathways to Success **JOB DESCRIPTION: ASSOCIATE EXECUTIVE DIRECTOR**

**Category:** Full-time, Exempt (Salaried)  
**Supervisor:** ECEPTS Executive Director  
**Date Posted:** December 4, 2021

### ABOUT THE ORGANIZATION

The mission of Early Care & Education Pathways to Success (ECEPTS) is to advance the rigorous professional development and economic well-being of the Early Care and Education (ECE) workforce so that all children can reap the full benefits of their early learning and care experiences.

ECEPTS approaches the economic and systemic conundrums facing the ECE industry through the lens of workforce development. Almost entirely female and in the majority women of color, the ECE workforce includes large numbers of recent immigrants, working mothers, and first-generation college students who face challenges and barriers to success common among non-traditional students and workers. In addressing these challenges, ECEPTS has been a trail blazer in developing Registered Apprenticeships that incorporate research-based supports leading to consistently high rates of program completion.

ECEPTS is a fast-growing startup organization with a strong record of success and impact. Since its inception in 2019, ECEPTS has launched ECE Apprenticeships across the state, provided far-reaching field building opportunities, and emerged as an influential leader in both the ECE industry and the workforce system. ECEPTS is unique in its intention and skill at forging relationships with those doing similar or complimentary work in ECE, higher education, and workforce development, and building a national voice to amplify myriad challenges too long ignored and systemic barriers assumed to be unsolvable.

Randi Wolfe, Ph.D., is both the founder and Executive Director of ECEPTS. She is a strong, visionary leader and widely respected for her expertise and skills. In creating ECEPTS, her commitment has been to build a mission-driven organization that reflects the strengths of non-profits within a structure that allows the organization to remain nimble and effective even as it grows. The organization is guided by the values of respect, competence, commitment to results, and integrity. Click [here](#) to learn more.

### JOB PURPOSE AND OVERVIEW

The Associate Executive Director is a new position and will be a key member of senior leadership, driving strategies to support a work environment of excellence and shared leadership, and advancing ECEPTS' overarching goals and strategies. Recognizing the complexity and significance of the position, the Associate Executive Director will initially work alongside the Executive Director so that s/he has ample opportunity to develop an understanding of ECEPTS, master the responsibilities of the job, and become familiar with the team, the partners, and the projects.

ECEPTS' work falls into three categories: Apprenticeships, Systems Change, and Field Building. The Associate Executive Director's primary focus is on expansion and ongoing implementation of ECEPTS Apprenticeship programs and partnerships. Secondarily, s/he also engages in ECEPTS systems change efforts and field-building activities. The role requires sound judgement, initiative, flexibility, diplomacy, exemplary relationship-building skills, and the ability to balance the needs and interests of the organization, employees, project partners, funders, and legal and fiscal considerations.

ECEPTS' work is deeply and simultaneously embedded in three systems: Early Care and Education, Higher Education, Registered Apprenticeship. The ideal candidate must have extensive knowledge, background, and expertise in at least two of the three systems, and will be supported by the Executive Director and the ECEPTS team to learn and become adept at navigating the third system.

- *Early Care and Education:* Teaching and/or program administration, experience with ECE professional development pathways, familiarity with the CA Child Development Permit Matrix, CDE Early Educator Competencies, Family Child Care, Head Start, CA Department of Social Services, First 5 County Commissions, state-subsidized child care system, CCPU, etc.
- *Higher Education:* Teaching and/or working with community colleges or universities, familiarity with Career & Technical Education, ECE degree requirements, CAP 8 and other articulation systems across institutions, career education funding streams (e.g., Strong Workforce, California College Promise Grants, apportionment, RSI), etc.
- *Registered Apprenticeship:* Experience and/or familiarity with Registered Apprenticeship, Interagency Council on Apprenticeship (IACA), CA Division of Apprenticeship Standards, US-DOL, Workforce Development Boards, labor unions, and workforce development funding streams (e.g., CA Apprenticeship Initiative, Workforce Accelerator Fund, WIOA, H RTP), etc.

## ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

### *Vision and Strategy*

- Contribute to the development of an effective, evolving organizational culture, encourage organizational development and strategic planning, participate in the ECEPTS Strategic Advisory Council, and support new opportunities to advance ECEPTS' mission and goals.
- Coordinate the development and dissemination of ECEPTS training materials, toolkits, research projects, and field-building information-sharing initiatives.

### *Program Oversight*

- Collaborate with Executive Director, ECEPTS Project Managers, project partners, and stakeholders to ensure successful design, implementation, replication, and sustainability of ECEPTS Apprenticeships.
- Provide coordination, guidance, and support to ECEPTS Project Managers around developing project timelines and budgets, building and supporting partnerships, tracking program implementation, etc.

### *External Relations*

- Contribute to the identification and development of strategic partnerships in support of expanding ECEPTS' Apprenticeships, field building, and systems change efforts.
- Develop and sustain relationships with and serve as liaison to project consultants, apprenticeship employers, higher education training providers, critical stakeholders, and funders.
- Represent ECEPTS in conference participation and other collaborative thought leadership activities.

### *Other Responsibilities*

- Contribute to organizational and project-specific budget planning and management.
- Assume primary responsibility for developing funding proposals and ongoing grant management.
- Involvement in data collection, research, and evaluation of ECEPTS projects and activities.
- Other duties as needed and assigned.

## EDUCATION, SKILLS, AND EXPERIENCE

- Master's degree in Early Childhood Education, Public Administration, Social Policy, or another relevant field. (Bachelor's degree considered if balanced with extensive professional experience.)
- Minimum five years of experience in non-profit (or related) administration, leadership, supervision.
- Minimum three years of experience in workforce development program design and management.

- Superior organizational abilities including program planning, task facilitation and delegation, time management, partnership development, and relationship building.
- Demonstrated success in project management, including budget and grant management.
- Demonstrated ability to oversee, support, and collaborate with staff, consultants, and stakeholders.
- Ability to work under pressure, meet deadlines, effectively multi-task, prioritize and manage workload, and keep appropriate personnel apprised of status.
- Ability to build and maintain collaborative, respectful working relationships with diverse staff and partners (e.g., employer partners, college partners, consultants, stakeholders).
- Outstanding verbal and written communication skills and public presentation skills.
- Computer expertise with Microsoft Office tools, Google applications, email, and database systems.
- Excellent interpersonal, staff management, and leadership skills.
- Detail-oriented, resourceful, results driven, self-motivated, excellent follow-through skills.

#### PHYSICAL REQUIREMENTS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions/physical requirements of the job.

- Ability to work at a computer workstation for periods of up to 4 hours at a time.
- Ability to speak on the telephone or Internet platforms (e.g., Zoom) for up to 4-6 hours per day.
- Ability to sit for up to 3 hours without breaks at meetings.
- Possess a current valid California driver's license and insurance, ability to operate a personal vehicle for ECEPTS business, and willingness to drive to meetings.
- **FULL COVID-19 VACCINATION REQUIRED.**

#### WORKING CONDITIONS AND TRAVEL

This is a full-time position with occasional additional hours to address the needs of the organization. Moderate overnight travel (up to 20%) by land and air. Requires working occasional weekends and weeknights. Must be able to successfully work remotely (for the time being) and reside in the Bay Area.

#### COMPENSATION AND BENEFITS

ECEPTS offers a competitive annual salary for this role commensurate with qualifications and experience. ECEPTS offers an excellent benefits package including medical, dental and vision insurance, generous vacation, sick time, and paid holidays, 403(b) retirement plan including matching employer contributions, life and AD&D insurance, employer-paid short-term disability, long-term disability, commuter benefits, flexible spending accounts, and an Employee Assistance Program.

#### APPLICATION

Please submit a compelling cover letter and resume to [ECEPTS@ecepts.org](mailto:ECEPTS@ecepts.org). Subject line: Associate Executive Director - Your Name. The cover letter should explain your interest in working with ECEPTS, a statement of how this position aligns with your professional interests and goals, a summary of your qualifications and experience, and an explanation of your knowledge, background, and expertise in at least two of the following: 1) Early Care & Education; 2) Higher Education; 3) Registered Apprenticeship.

Screening of applications will begin by January 3, 2022. Position will remain open until filled.

*ECEPTS is an equal opportunity employer committed to a diverse and inclusive workforce.  
ECEPTS is a project of Tides Center, a 501(c)(3) nonprofit organization and the nation's largest fiscal sponsor.*