



Job Title: Quality Improvement Program Manager  
FLSA Status: Full Time, Exempt, Benefits include health, dental, Simple IRA and PTO  
Salary Range: \$51K – \$56K Starting salary dependent on education and experience

### **Early Childhood Council of Boulder County**

The Early Childhood Council of Boulder County’s mission is to expand and improve the comprehensive system of quality early childhood services for families in Boulder County. Our vision is to ensure that all young children birth to five in Boulder County are ready to succeed in school and in life. The council serves as the early childhood hub of Boulder County, leveraging resources, opportunities, and connections to create a quality system that impacts the lives of young children and their families. We serve the approximate 235 licensed child care facilities, centers and family child care homes, providing early childhood care and education services to over 9,000 young children in Boulder County. Please visit us at [www.eccbouldercounty.org](http://www.eccbouldercounty.org) to learn more about our work.

### **Job Summary**

The Quality Improvement Program Manager is a key position responsible for the fiscal, legal and relational administration of a variety of quality improvement programs/initiatives including but not limited to Colorado Shines Quality Improvement supports.

This position is key to increase the quality and accessibility of high quality child care for all young children and their families. This position will manage workplan activities that engage licensed programs in quality improvement (QI) opportunities; that implement relationship-based outreach, services and supports; and that provide access to quality support and improvement services, resources and incentives in a manner that is responsive to local needs in Boulder County. The Quality Improvement Program Manager works closely with other ECCBC Program managers and blends and braids funding to meet annual goals. The Quality Improvement Program Manager ensures that multiple budgets and grant reporting is completed in a timely manner. Additionally, this position will be responsible for producing programmatic reports for the Board of Directors, Advisory Council, select committees, internal staff, and other external stakeholders. This position supervises internal early childhood coaching staff and builds and maintains an external network of local early childhood coaching resources.

### **Knowledge, Skills and Abilities**

- Project management experience and ability to manage budgets, cross-functional teams, contractual relationships and participate in grant partnerships
- Experience in creating reports to analyze data and activities and identify areas of strength and opportunities for improvement
- Ability to multi-task and prioritize multiple deadlines

- Ability to navigate and learn new information systems
- Extremely well organized and ability to work with minimal supervision at high level of effort
- Ability to manage budgets, analyze actuals, and project changes through the year
- Ability to work in collaborative efforts to effectively engage multiple stakeholders
- Ability to work effectively with groups and individuals that represent a variety of needs, abilities, socioeconomic backgrounds, educational and early childhood philosophies
- Ability to understand and interpret financial reports and legal documents
- Excellent verbal and written skills, including the ability to write reports and to present information to a variety of audiences including: child care providers, public groups, executive management, and/or board of directors
- Effective problem solving, management, and customer service skills, including demonstrated skills in successful conflict resolution
- Strong group facilitation and team-building skills
- Interest in innovative, creative and specialized early care and education programs
- Strong working knowledge of the Microsoft Office suite with special emphasis on Excel and Word; additional software proficiency a plus
- Other desired skills include a strong knowledge and skills regarding the principles and components of high- quality child care, Classroom Assessment Scoring System (CLASS) Tools, Environmental Rating Scale (ERS), Colorado Shines QRIS and PDIS, and knowledge of the Boulder County early childhood systems and service delivery to children and families

#### **Duties and Job Functions**

- Manage Quality Improvement (QI) services, including program budgets, policies and procedures to meet goals and outcomes
- Systematically engage, manage, and maintain licensed programs in QI opportunities through the Colorado Shines Quality Improvement grants and other opportunities to improvement program quality
- Manage development and implementation of the QI Workplan
- Maintain knowledge and understanding of Colorado Shines QRIS and PDIS
- Manage the development and training of quality improvement coaches, both council staff and external (contracted) coaches, to ensure compliance with Colorado coaching credential requirements
- Coordinate with program partners, contractors, and subcontractors to ensure the high quality, responsive and transparent implementation of QI initiatives
- Provide fiscal management of the Quality Improvement budgets, including tracking and monthly reporting of program expenditures related to QI to the Executive Director
- Write reports related to QI initiatives as required to meet grant requirements and other reports as requested by management and/or stakeholders
- Coordinate efforts with council staff and other community partners to support systemic efforts and organization-wide events
- Manage the supervision and performance evaluation of staff that report to this position
- Attend all Council meetings as required, and other relevant committee meetings held by other community partners, contractors, and sub-contractors
- Other duties as assigned

**Education/Experience**

A Bachelor of Science or Arts from an accredited college or university or progress towards a degree is required. Business or accounting degree is desirable. Non-profit and/or financial management experience is required. Experience and/or coursework in early childhood education, early childhood development, family and community outreach, and/or community development is highly desirable. Experience working with diverse ethnic and economic communities is desirable.

**Licensure/Qualifying Standards**

Current, valid Colorado driver's license, auto insurance and a good driving record are required.

**Physical/Environmental Characteristics**

Essential duties are routinely performed in a general office environment. Essential duties will sometimes require the use of a personal vehicle. Essential duties may require work at a station/desk and work in collaborating agencies' offices and entail paperwork, use of computers, fax machines, copiers, and other business machines and equipment.

**Application Process**

Qualified candidates should submit resume, cover letter, and two references to Erica Harrington at [eharrington@eccbouldercounty.org](mailto:eharrington@eccbouldercounty.org)

**Application Deadline:** First round deadline Friday, December 31, 2021, 12:00 Noon. Open until filled.

Updated: 12.13.2021