



**Announcement of Open Position  
Associate Director**

Do you see every day as a new day to engage with an influence others for good? Do you have the ability to connect people to opportunities they never considered before? Have you been described as highly competitive and are you interested in using that quality to benefit the young children of Pennsylvania? Are you motivated by challenging goals? Are you passionate about using your talents and skills to advance a mission to serve those in need?

If this sounds like you, keep reading.

The Pennsylvania Early Learning Investment Commission is looking for a persuasive, engaging, and detail oriented **associate director** to invite and coordinate business leaders in offering their time, talents and resources in support of our goal of expanding access to high quality early care and education in Pennsylvania. This role requires resourcefulness, flexibility and integrity while representing the Commission's mission and values in the community.

What will you have the opportunity to do as associate director?

**Cultivate and engage business leaders and partners** in regional strategies to increase access to high quality early learning programs. You will use your persuasion, engagement and facilitation skills to work with regional groups of business leaders, philanthropists and other partners to identify strategic opportunities for investments in programmatic interventions that expand early learning opportunities. You will help groups design and implement these interventions and monitor impact.

**Communicate** about the economic, health and educational value of early learning and about the Commission's work with business leaders, policy makers and partners across the Commonwealth. You'll put your persuasive writing skills to use in managing the Commission's expanding communications portfolio including website, email newsletter, and social media presence as well as contributing to cultivating earned media through events, publication releases, and op-eds.

**Raise Resources.** Your passion for our mission will inspire others, including individuals, business sponsors and foundations. You will support the executive director's effort to identify and engage Commission members and donors, and to convey the benefits of sponsorship to Pennsylvania business leaders. Your effective reporting on outcomes and activities will be key to securing and continuing foundation grant support.

**Plan and execute high impact events and speaking engagements** in various communities across Pennsylvania and in the state capitol to raise awareness and resources, and to motivate business leaders to act on behalf of young children. Your creative and detail-oriented touch will ensure high impact events such as briefings, summits, legislative breakfasts and receptions where business leaders and policy makers are convened to learn about and support early learning research and policy.

**Engaging in effective networking** strategically attending events and other opportunities to connect with the business community-raising awareness of our mission, developing mutually beneficial relationships, and connecting others to involvement opportunities. In addition, you will cultivate strong relationships with other early learning advocacy partners, building a strong understanding of early learning policy and programs and establishing strong, collaborative relationships with the ultimate goal of engaging business leaders.

### **Qualifications**

- Commitment to Commission's mission
- A bachelor's degree and at least seven years of relevant experience
- A track record of dedication and the attitude to do what it takes to succeed
- A demonstrated commitment to high professional ethical standards and a diverse workplace
- Excellent people manager, open to direction
- Ability to constructively challenge and debate issues of importance within the early learning field.
- Ability to look at situations from several points of view
- Persuasive with details and facts

### **Skills**

- Demonstrated organizational skills
- Excellent communications skills, both written and verbal (over the phone and in person)
- Proficiency with WordPress, social media and email marketing programs
- Proficiency with computer software including Microsoft WORD, PowerPoint, and EXCEL
- Proficiency with a customer relationship management (CRM) software
- Able to manage workflow of several projects at one time
- Able to work and interact effectively with people from diverse backgrounds
- Knowledge of grants management and donor information management
- Demonstrated leadership and vision in managing groups and major projects or initiatives
- Excellent interpersonal skills and a collaborative management style

### **Work Hours and Location**

Hours: 8 AM to 5 Pm Monday through Friday. This position requires flexibility to work various evening hours and occasional weekends, as events and meetings warrant.

Work Location: The Commission will have offices at the Team Pennsylvania Foundation, our fiscal agent, located at 240 North 3<sup>rd</sup> Street, Harrisburg, PA 17101 as of January 1, 2018. This position allows for flexibility in working off-site in internet and phone access are reliable. The position will require approximately 20% travel within Pennsylvania and occasionally out of state. Reliable car transportation is required.

### **Compensation and Benefits**

Pennsylvania early learning Investment Commission/Team Pennsylvania Foundation offers a variety of benefits to our staff including medical, dental, vision, and life insurance. Our employees can participate in a retirement plan with a generous match. A progressive paid leave plan allows you to earn more time off the longer you are employed and we provide paid time off for designated holidays. We also offer flexible work schedules and a friendly, supportive environment. This position is salaried with a starting annual range of **\$45,000-\$65,000** based on skills and experience.

**To Apply**

For consideration, all applicants must submit their resume and cover letter to Carey Harris, executive director at [carhar@paelic.org](mailto:carhar@paelic.org) by December 22, 2017.

Due to the volume of responses, only qualified parties will be contacted. No phone calls, please. Team Pennsylvania Foundation/ Early learning Investment Commission is an equal opportunity employer.

**About Us**

The Pennsylvania Early Learning Investment Commission is a network of business leaders dedicated to making the success of every child in Pennsylvania a top priority. We work to improve tomorrow's economy through smart policy and budget investments in today's young children.

The Early Learning Investment Commission envisions Pennsylvania as a great place to raise young children, regardless of family income or zip code. We want our Commonwealth to have a robust, diverse, and high-quality early care and education delivery system accessible to all children from prenatal to school age. Young children and their families will receive support to help them be loving, curious, playful and prepared to success in school and be productive in life.

The Commission was created by Executive Order in 2008 for the purpose of mobilizing business leaders across Pennsylvania to secure support for public investment in early learning. Our 60 Commissioners, all senior business leaders from across the Commonwealth, represent 28 counties and many of Pennsylvania's leading industries. We inform thousands of business and civic leaders annually about the critical importance of preparing all young children with the knowledge and skills required for success. We have been an effective advocate with state policymakers, resulting in increased investments in quality early learning programs. Our commissioners also work in local business coalitions to support increased access to high-quality care and education. Commissioners are appointed by Pennsylvania's Governor for three-year terms.

Achieving our vision requires a highly productive and creative team with a strong, professional presence. The associate director is one of two staff positions that coordinates and mobilizes commissioners and other business leaders for statewide advocacy and productive engagement with regional projects.