

Our Mission is to provide access to quality child care and early education in Sonoma County through advocacy, direct service, and empowerment.

4Cs Now Hiring:

Director of Programs Full Time Position, Exempt Pay Range \$150,000-\$160,000 Annually Position is in Santa Rosa

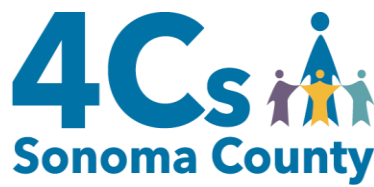
*Are you inspired by the mission of 4Cs?
Do you want to make a powerful difference in the community?*

The Community Child Care Council of Sonoma County (4Cs) is looking for an outstanding Director of Programs professional to join the 4Cs leadership team. 4Cs is an equity-focused, diverse organization. While serving all Sonoma County families, 4Cs provides targeted support and assistance to our most vulnerable families and children. It is essential that 4Cs staff and leadership reflect and respect the diversity of the community we serve. The 4Cs Director of Programs directs delivery of agency wide programs in accordance with the organizations goals and objectives including planning, implementation, advocacy, reporting, and evaluation. The DOP ensures programs are delivered in compliance with funding source requirements and are in alignment with 4Cs Mission, Vision, Values and Strategic Plan. Key to this position is cross department collaboration, streamlined services and quality client support. The DOP sets tone and vision in partnership with the Executive Director to develop strategic implementation, expansion and development of quality programs including grant writing, communications, liaising, and developing relationships with Government agencies locally and across the state, the community and the public relative to funding, contracts, and delivery of services. The DOP serves as a key member of the Executive Leadership Team and has direct supervisory responsibility for the Department Directors for Child Care Subsidies (Voucher), Child Care Food Program and Child Care Resource & Referral.

PRIMARY DUTIES & RESPONSIBILITIES:

Strategy and Organizational Leadership

- Engage and support program Department Directors in the areas of program implementation, planning for future services, budgeting, coordination across programs and public policy tracking and engagement (local and statewide).
- With Executive Director and Department Directors develop funding for programs and services in accordance with the goals and objectives of the



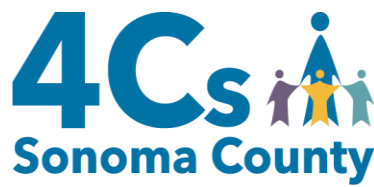
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agency, including writing and/or leading the submission of grants and proposals to various funding sources.

- Lead agency advocacy efforts on policies and legislation affecting children and their families.
- Analyze community needs to inform program strategy and development.
- Support the development and implementation of data collection systems from all 4Cs programs to report outputs and outcomes. Use data publicly and internally to promote, advocate and inform programming.
- In partnership with Communication Director and Outreach Director, coordinate, represent and strategically determine 4Cs attendance at community local outreach events and community meetings.
- Develop administrative materials and policies, as warranted.
- Participate in the budget-development process and maintain a high level of fiscal responsibility.
- Member of the Executive Leadership Team, Senior Leadership Team, and co-lead Management Team
- Attend meetings of the Agency Board of Directors providing program and policy updates.
- Serve as a content expert or consultant to the staff and the community at large.
- Act on the Executive Director's behalf and/or perform other duties, as necessary.

Programs and Performance

- Oversee the coordination, integration and delivery of all programs, contracts, and related services.
- Ensure compliance with funding source requirements, agency wide collaboration, communication, focus on client access and diversity, equity, and inclusion.
- In collaboration with Department Directors, establish, monitor, and integrate goal setting, program needs assessment and program outcome measurement for each program and department.
- Ensure strategic outreach, promotion, and publicity of programs in collaboration with the Department Directors and Communications Director.
- Ensure the regular development and maintenance of internal and external program policies and procedures – including client handbooks, required communications and department specific tasks.



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- Support programs to evaluate program specific software to ensure needs of agency, staff and clients are met including reporting, data collection, green and accessibility.
- Serve as the agency Program Appeal Officer.
- Act as a liaison to local and statewide community groups and agencies as requested.
- Coordinate agency wide projects as assigned.

Staff Development and Management

- Supervise, support and mentor Department Directors in staff recruitment and retention ensuring sufficient staffing to meet program goals, regular evaluation, professional development pathways, and continuity across the teams.
- Support Human Resources and Department Directors with consistent and equitable implementation and understanding of personnel policies.
- Nurture a collaborative, positive, and inclusive culture across 4Cs.
- Leverage the expertise of teams to create a culture of shared information, effective communication, and collaboration.
- Assist in development and delivery of ongoing and annual targeted leadership training and development.

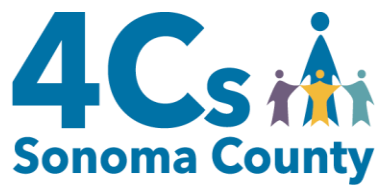
SUPERVISORY RESPONSIBILITIES:

Director of Programs supervises the directors of the following departments:

- ECES Client Services
- R&R
- CHN

SKILLS & QUALIFICATIONS:

- Experience in managing and overseeing multiple departments.
- Strong leadership and interpersonal skills including strategic thinking, time management, decision making, prioritization and delegation
- Demonstrated ability to creatively approach and resolve problems and practice risk management.
- Highly developed communication skills, including speaking, writing, and listening with the ability to represent the organization across a wide range of diverse external stakeholders and constituencies.



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- Ability to work with persons from various social, cultural, economic, and educational backgrounds.
- Strong organizational skills and attention to detail.
- Advanced technology skills including Microsoft office programs, databases, outcome measurement and analysis, and public relations.
- Ability to effectively manage multiple high-client impact projects and adapt to rapidly changing priorities.
- Lead with a diversity, equity, and inclusion mindset furthering efforts in this area agency wide.
- Bilingual ability to speak, read, and write Spanish (desired).
- Valid California driver's license and insured automobile.
- Ability to work evening and weekend hours as needed.

EDUCATION & EXPERIENCE:

- BA or higher in Early Childhood Education, Business or Public Administration, or related field.
- Minimum five years administrative and supervisory experience of large organization with successful track record handling increased responsibilities. Increased responsibilities include writing proposals, developing programs, and overseeing multiple funding source budgets.
- Minimum three years Public Policy or Advocacy experience and/or education.

WORK ENVIRONMENT:

- Office
- Work from Home opportunity after first 90 days.

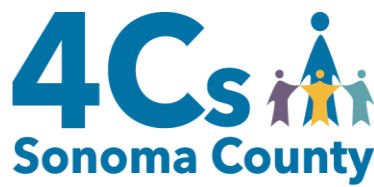
PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

TRAVEL:

- 10-20% of local and bay area travel. Occasional cross state or out of state.

BENEFITS & PERKS:



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- Generous vacation and sick time – 17 days (2+ weeks) of vacation time and 15 days of sick time annually
- 14 Paid Holidays beginning in 2024
- Flexibility in work schedule
- 4Cs contributes \$750 per month towards your health benefits package
- Comprehensive health benefit package, including Medical, HSA, Dental, Vision, Employee Assistance Program, Voluntary Life AD&D, Long-Term Disability
- 403b Retirement Plan
- Professional Development support
- Employee Resource Groups, including Wellness, DEI, Celebration and Recognition

To apply, email cover letter & resume to: employment@sonoma4cs.org

Please visit our website: <https://sonoma4cs.org/about-us/career-opportunities/>

4Cs is a proud equal opportunity employer. We value and embrace diversity for the benefit of our employees, our clients, our community and the planet. We are committed to building an inclusive workplace for everyone. We do not discriminate on the basis of race, color, ancestry, age, religion, marital status, disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law. All employment is decided on the basis of qualifications, merit, and business need.