

public citizens for children + youth

Position Title: Early Childhood Policy Director

Position Summary: PCCY is seeking a seasoned professional to lead its research and advocacy efforts focused on creating a high quality of system of supports for children under the age of five in Philadelphia and the surrounding Pennsylvania counties. We are seeking to add a leader to our team with a proven track record of effectively leading stakeholder processes building strategies to effect public will to improve public policy.

Key Duties:

- Build and lead a regional coalition focused on growing bi-partisan support for meeting the needs of infants and toddlers and pre-school aged children in ways that augment the already widespread support for high quality Pre-K expansion in Pennsylvania.

Qualifications:

- Knowledge of the significant policy and practices in the infant toddler service sectors
- Track record of effective working relationships direct service providers, parents and policy experts
- Experience working in and leading coalitions of diverse stakeholders
- Knowledge of how to advance legislative goals and experience doing so
- Proven written and oral communication skills and proficient with social media
- Masters-level degree in relevant field preferred and eight to ten years of management experience with supervisory responsibilities

Position Description:

- Facilitate a multi-layered stakeholder engagement process to provide guidance and support for a local and state policy agenda aimed at expanding access to high quality infant and toddler care and Pre-K.
- Support and expand the stakeholder engagement process by writing all necessary meeting summaries, policy proposals for discussion, consensus review documents and related materials needed to support an effective advocacy strategy that attracts bi-partisan support.



- Conduct outreach to providers, parents and other key stakeholders including business leaders to expand the base of support for increased public investment in high quality child care and Pre-K.
- Support regional efforts by writing all key materials and ensuring partners are engaged in all document review and sign off.
- Connect key statewide and other regional leaders to the policy agenda setting process as well as well the public engagement processes to build the will for adoption of the agenda.
- Write compelling outreach materials, commentaries for publications and blogposts to keep stakeholders motivated and engaged.
- Prepare the background documents for policymakers regarding agenda and localize the information effectively to ensure lawmaker interest in the issue and willingness to support the agenda.
- Supervise at least two colleagues who are charged with outreach and education on early childhood issues in the counties outside of Philadelphia.
- Supervise one contractor who will assist child care providers across the state to engage with candidates for public office and candidate networks and persuade them to make early childhood care a priority for their campaigns.
- Solicit from providers policy changes needed to increase their financial stability as part of the work of the Philadelphia Fiscal Hub.
- Support PCCY development efforts by assisting Development staff with early childhood education related grant applications and reports to funders
- Support PCCY communication efforts by preparing short articles and blog posts
- Recruit and supervise interns who assist with infant/toddler research and outreach

Other Duties as assigned:

- Attend and present information at PCCY board meetings and subcommittee meetings as requested
- Assist with PCCY outreach events which may be during evening or weekends
- Attend and participate in staff meetings and staff committees
- Actively support PCCY fundraising efforts
- Actively support PCCY's social media and communications campaigns

Important skills:

- Ability to work independently and with others
- Consensus building skills and large group facilitation experience
- Works well under pressure
- Detail oriented
- Ability to prioritize and manage multiple projects
- Ability to collect, interpret and simplify large datasets
- Very strong written and oral communication skills
- Ability to travel to communities across the region
- Proficient in excel and social media platforms

Reports To: Executive Director

Salary Range: \$75,000 to \$85,000 depending on experience

Apply: Resume and cover letter to info@pccy.org