Washington Essentials for Childhood (EfC) Executive Director Job Description

Background info about EfC

Washington State has developed a collective impact initiative focused on promoting safe, stable, nurturing relationships in families, communities, and early learning and school environments. The Initiative’s overall goal and commitment is by 2025 to attain measurable and significant improvements in children’s health, development and education outcomes and work towards eliminating equity gaps. The Backbone team, Steering Committee, and consultants have completed a solid body of work during the first year, and we are poised to begin the work of years 2-5. This initiative is funded jointly by the Centers for Disease Control and Prevention and the Gates Foundation, with interagency support provided by the Departments of Health and Early Learning.

This contracted position will provide strategic leadership, resource development, and high level public exposure for the work of the Washington Essentials for Childhood (EfC) Initiative. The Executive Director will champion and support the work of a multi-disciplinary Steering Committee, provide strategic leadership to and collaborate with the EfC Backbone team, and engage culturally and linguistically diverse stakeholders from the public and private sectors to achieve the Essentials for Childhood goals. The successful candidate will be able to approach the work with boldness and innovation, and will set about accomplishing population-level goals through working across sectors with an assets-based perspective. He or she will build on existing work, and ensure that approaches are community-informed, evidence-driven, address inequities, and have an emphasis on prevention.

Overview of the Position: The unique structure of this position requires a collaborative, adaptive leader who is able to guide the EfC Initiative towards success, working with diverse partners at many levels to move the needle forward to provide and promote safe, stable and nurturing relationships for children in Washington state. The Executive Director will keep the Steering Committee engaged, informed, and involved; cultivate and maintain relationships with other cross-sector leaders to generate their support for and involvement in EfC; connect EfC to related initiatives; leverage relationships to generate additional resources to support EfC; and serve as primary staff liaison to the Steering Committee and Management Team. The Executive Director will report to the cross agency (Department of Health and Department of Early Learning) Essentials for Childhood Management Team.

Key Functions

Strategic leadership and visioning

• Drawing on the collective impact model, guide the Backbone team to implement the EfC common agenda and develop an appropriate operating framework. Use quality improvement practices to meet desired goals and metrics across the EfC initiative, and adapt plans and activities to the emergent landscape as needed.
• Maintain understanding of current progress toward goals and implementation challenges, and develop comprehensive solutions to address them.
• Provide direction and support to partner organizations in aligning their work to the Common Agenda (e.g., identifying opportunities for program work to support specific goals).
• Oversee development of briefing documents and other communications, as necessary, to inform Steering Committee of EfC status.
• Ensure effective facilitation of Steering Committee and working group meetings. Outline the overall vision for Steering Committee meetings (meeting purposes, goals, agendas and processes). Support Backbone team and Workgroup co-chairs with facilitating meetings, assisting in preparation of meeting materials, etc. as needed.

Partner cultivation, engagement and public outreach

• Strategically cultivate relationships with Steering Committee members, keep them informed about EFC and be a conduit for their input into EfC.
• Effectively communicate the vision, purpose and value for EfC and create an urgency for change among relevant stakeholders, including community members, policymakers, funders, and potential partners.
• Create and leverage the necessary partnerships, relationships, and community-based support with relevant stakeholders to achieve success of the EfC common agenda.
• Serve as a liaison to other related initiatives, as needed. For example, coordinate research and other activities with relevant EfC partners to minimize redundancies and to align strategies and actions.
• Serve as an EfC ambassador at select conferences and events.
• Support development of communications strategies and materials as the EfC initiative evolves (summary documents, brochures, web/social media approaches, press strategy, etc.).

Data collection, analysis, and learning

• In general, work closely with research and data staff and the EfC Data Committee lead, to conceptualize, implement, and measure data-driven initiatives that drive improvements in safe, stable, and nurturing relationships and environments for children and families.
• Identify improvements in use of data-driven decision-making and ensure that data is collected, integrated, and communicated effectively across EfC and partner organizations.
• Ensure a data, measurement and reporting infrastructure to support shared measurement for the EfC initiative is successfully established.
• In partnership with the Data Committee, manage creation of yearly summary reports of progress for Steering Committee, Advisory Council, and external audiences.

Financial Sustainability
- Organize and implement a sustainability plan, including grant support and the establishment of ongoing revenue sources. Set development targets, cultivate funder and other relationships, manage grants, and develop existing funds.
- Provide support and guidance to partner organizations in aligning resources to support the EfC agenda.

**Critical Competencies for Success**

*Visionary and Compassionate Leader with a Passion for Making Life Better for Children*: Embarking on the EfC’s initiative to promote safe, stable, and nurturing relationships and environments for the children within Washington state, the Executive Director will:

- Engage in a process to develop and implement a shared, inspired and strategic outcome-oriented approach that addresses the goals articulated in EfC’s Common Agenda.
- Passionately and effectively communicate the EfC agenda in a way that builds excitement and fosters commitment to the initiative among internal and external audiences.

*Constituency Building Skills*: In the context of a growing need for diverse partnerships to support children and families, the Executive Director will have a track record of success developing broad constituencies and working collaboratively. He/she will:

- Develop key relationships and ensure strong collaboration with relevant stakeholders, including government entities, health providers, educators, care givers, etc. to advance the goals of EfC.
- Have a track record of successful collaboration with a diverse group of people including stakeholders as described above.
- Demonstrate strong interpersonal and public speaking skills.

*Community Nonprofit and Coalition-Building Expertise*: The ideal candidate will demonstrate a record of building infrastructure, technology and operations for a community nonprofit organization and a track record of successful outcomes. The ideal candidate will be one who is respected as an even-handed, committed leader in the not-for-profit communities. With strong financial, coalition-building and operation skills, the candidate will be an expert in leading administrative teams, building community stakeholder coalitions, and gaining support from government leaders and philanthropic organizations.

*Influencing Skills*: He/she quickly determines the levers of influence to gain broad support for new initiatives, bringing a keen sense of interpersonal and political dynamics and strong negotiation and conflict resolution skills. The candidate builds trust-based relationships by operating in an ethical, honest and forthright manner. He/she is a strong communicator, articulate, diligent and persistent, who creates both a value proposition and sense of inclusiveness for all parties. An orientation to creatively and constructively remove barriers to success is critical. He/she is comfortable reviewing and interpreting data to communicate needs, opportunities, and results.
Leadership in Addressing Inequities: The ideal candidate will demonstrate experience in efforts to eliminate and address inequities. The candidate has a strong understanding of root causes of inequities and can explain it to others. They have the ability to build wide support to focus energy and resources towards eliminating equity gaps. The candidate is culturally competent and practices cultural humility when engaging diverse communities.

Public Health/Early Learning Expertise: The ideal candidate will be able to demonstrate an understanding of public health and systems approaches that result in improved health and education outcomes for children.

Administrative Leadership and Project Management: In the context of a dynamic, growing organization, the candidate will use structured business planning and analysis to establish short and long term goals, and will have strong project management skills to achieve early wins, meet critical milestones and build momentum for a large scale initiative. He/she is fully apprised of regulatory and policy shifts that impact EfC’s agenda.

Other Personal Characteristics

- Possesses a guiding set of personal values and passion that is consistent with the mission and values of the EfC initiative.
- Comfortable with change and ambiguity; looks to the future with a sense of optimism and opportunity.
- Creative problem-solver.
- Demonstrates commitment to personal development and learning.

Ideal Experience

- Demonstrated executive-level management experience in a community nonprofit organization or state health or education agency, with demonstrated success in leading teams, and meeting financial targets and strategic goals.
- Ability to interact and negotiate effectively at the executive level and the grassroots in a complex environment with a diverse range of constituencies.
- Working knowledge and experience with process improvement, project management, quality improvement, statistical analysis and change management tools and techniques.
- Demonstrated experience leading efforts to eliminate and address equity gaps.
- Excellent written and verbal communication skills.
- Analytical ability to conceptualize within unstructured, dynamic and/or multidisciplinary environments requiring analysis, foresight, intuition and mature judgment.
• Excellent communication and interpersonal skills for frequent interactions and negotiation with internal and external stakeholders.

• Ability to work independently, exercise appropriate action and good business judgment.

• Ability to manage multiple priorities, organize tasks and maintain control of workflow.

• Strong effective collaboration, negotiation and influencing, goal setting, conflict resolution, staff development and customer service skills.

Qualifications

• A Master’s degree or higher in Public Health, Health Education, Health Administration, Community Health, Business Administration, Communications, Social Work, Organizational Psychology or a closely allied field.

• Five (5) or more years (full-time equivalency) of demonstrated experience in the following:
  o Strategic leadership and planning
  o Resource development and fundraising
  o Public and private stakeholder engagement
  o Meeting facilitation
  o Grant oversight
  o Contract and budget oversight

Other

Location: TBD
Opens: December 8, 2014
Closes: January 14, 2015
Salary: Based on qualifications, please review full RFQQ for details

For questions/inquiries, please contact Debby Carr, 360-725-4914, del.contracts@del.wa.gov