

Title: Community Resource Manager
Pay Rate: \$33,529.60
Job Status: Exempt
Reports to: Early Education Director

SUMMARY OF RESPONSIBILITIES:

This position is responsible for supervising the Community Liaison, developing community relationships and generating advocacy within the local area while creating a diverse grant portfolio, which requires an individual possessing exemplary people skills and excellent communication and writing skills. Bilingual ability is preferred. Attention to detail, a high degree of organization and computer/information system technology capabilities are required to perform the responsibilities of this position. Work is performed under the general direction of the Early Education Director and is reviewed through conferences, reports, and performance evaluations. This is a position of trust and responsibility.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Supervises, trains and evaluates designated Child Care Resource and Referral (CCR&R) Coordinator.
- Manages the CCR&R Network requirements in accordance with guidelines.
- Works closely with supervisor to develop and implement the Coalition's Family Engagement Plan.
- Identifies and acquires philanthropic funding resources, develops and implements a cost-effective fund development program involving individuals, businesses, private foundations and government agencies.
- Monitors Coalition's website for compliance, ensures effective operation and creates content as directed. Assists with regular updates and maintenance.
- Tracks and analyzes direct and interactive marketing campaigns;
- Works with staff to update advertising, messaging and communications, including setting and monitoring branding guidelines.
- Monitors and maintains email marketing database and ensures maintenance of Constant Contact system.
- Develops organizational presentations for internal and external use.
- Serves as a public representative of the Coalition, including cultivating relationships with community partners and prospective volunteers to build awareness of the Coalition's mission.
- Responsible for coordination and implementation of all community outreach events.
- Provides ongoing technical assistance during the CCR&R certification process.
- Attains and maintains a general knowledge in the area of developmental needs of children, local and state care rules and regulations, local quality rating and information system and developmentally appropriate child care practices. Obtains and maintains a general knowledge of eligibility requirements for School Readiness (SR), Voluntary Prekindergarten (VPK), Early Head Start and Head Start programs.
- Provides necessary statistical information when requested.
- Attends pertinent conferences, conference calls and meetings as required per the Office of Early Learning (OEL) Grant Agreement.

- Ensures the maintenance of state required (EFS Mod/CCR&R) database for child and provider accuracy.
- Assists in conducting State Needs Assessment and Market Rate Survey.
- Assists other agencies with statistical information upon request.
- Adheres to the Coalition's standards of attendance and punctuality by being consistently present at the workstation and uses time wisely.
- Represents the Coalition by interacting courteously and tactfully with managers, co-workers, customers, and the community.
- Performs other duties as assigned by immediate supervisor or Executive Director.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate using correct speaking, hearing and vision skills with people from various multi-cultural backgrounds and socio-economic levels.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the community.
- Ability to work with mathematical concepts and to follow verbal and written instructions.
- Ability to define problems, collect data, and problem solve to serve the best interest of the customer and the Coalition.
- Ability to establish priorities, schedule workloads and use of other resources to complete goals and tasks. Ability to work outside regular business hours, including holidays, weekends and evenings as assigned.
- Ability to obtain and maintains a competency level for CCR&R Coordinator level evaluation within 4 months of hire date.
- Ability to perform tasks using Microsoft Office products and other assigned software.
- Ability to adjust to new situations resulting from new laws, decisions or circumstances with the flexibility needed to adapt and operate.
- Ability to establish and maintain effective working relationships with the general public, co-workers, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, gender, or disability.
- Bilingual ability, Spanish is preferred.

QUALIFICATIONS:

Bachelor's degree in Communications, Education or related field with 3 years grant writing or administrative experience in a non-profit setting or related work experience or Master's degree with 5 years' experience in grant writing or administrative experience in a non-profit setting or related work preferred. A minimum of 2 years supervisory experience preferred. An equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities may be acceptable. Must pass the required background screening. Must attain competency level for CCR&R Coordinator level evaluation within four (4) months of hire date.

PHYSICAL ACTIVITY/WORKING CONDITIONS:

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is frequently required to use hands to find, handle, or feel and reach with hands and arms.



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The employee is also required to sit at a desk and use a computer. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job includes close vision and ability to adjust focus. The noise level in the work environment is usually quiet, but noise levels at community events may be higher. The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.