

Governor's Office of Early Childhood Development
Position Description
Preschool Development Grant Birth Through Five (PDG B-5)
Project Director

The Governor's Office of Early Childhood Development (GOECD) leads the state's initiative to create an integrated system of quality early learning and development programs to support Illinois' vision that access to a continuous, equitable, and high-quality early childhood system enables children, with the support of their families and communities, to grow up safe, healthy, happy, and ready to succeed. The PDG B-5 Project Director is supervised by the GOECD Executive Director and will coordinate and manage the day-to-day operations of the PDG B-5 grant.

Reports to: GOECD Executive Director

Essential Duties and Responsibilities

- In collaboration with the Illinois State Board of Education, guide policy for Illinois' B-5 system to fulfill the vision developed by the Illinois Early Learning Council and specified in the PDG B-5 grant
- Coordinate the implementation of the PDG B-5 grant activities in collaboration with the Illinois State Board of Education:
 - Coordinate the design, implementation, and evaluation of the PDG B-5 grant and the preparation of federal reports and subsequent grants
 - Work collaboratively with the Illinois State Board of Education Early Childhood Division staff to implement grant activities
 - Supervise PDG B-5 staff and provide direction, training, and support to grant staff as required
 - Oversee the development and implementation of policies and procedures to ensure the goals of the PDG B-5 grant are met
 - Organize, plan, execute, control, and evaluate the operations of the PDG B-5 grant
 - Plan for the effective and efficient utilization of program resources and organize activities to ensure that the scope of work of the PDG B-5 grant are achieved
 - Manage development of Annual Performance Report
 - Provide administrative oversight of budgeting, contracting, procurement, fiscal and project compliance, and quality assurance
- Establish priorities among assignments and their deadlines and ensure the quantity and quality of work products and services
- Work closely with project leads to coordinate the activities of the PDG B-5 grant
- Develop and maintain ongoing communications with the federal grant officer, B-5 organizations and projects, public and private organizations, and other key stakeholders
- Facilitate/present at seminars, committees, and conferences within the state and nationally
- Oversee the procurement process for all activities outlined in the grant
- Other duties as required or assigned by the GOECD Executive Director

Qualifications and Requirements

- Master's degree from an accredited college with a degree in Social Work, Psychology, Early Childhood Development, Early Childhood Education, or Public Policy

- A minimum of 5 years of experience in early childhood programs or early childhood-related policy work involving multiple streams of early childhood programs (such as child care, Early Head Start/Head Start, home visiting, Early Intervention, and Preschool)
- A minimum of 5 years of experience in government or non-profit management is required
- Prior experience working with B-3 systems is helpful, but not required
- Extensive experience managing and reporting on large federal grants, coordinating top level decision makers, and developing budgets
- Experience working with diverse populations and engaging diverse perspectives, including those of populations whose first language is not English
- Experience in grant writing and reporting, fiscal oversight, and supervision
- Ability to travel is required
- Must have strong leadership and organizational skills

Competencies

- Commitment to GOECD's vision and mission
- Possesses strong analytical abilities and advanced project management skills, including budgeting, planning, execution, delivery, quality assurance, and reporting; also has experience with Continuous Quality Improvement (CQI)
- Ability to communicate complex issues to diverse audiences, both orally and in writing, including state administrators, local programs, and families
- Strong organizational, interpersonal, problem solving, and leadership skills
- Ability to lead in a collaborative environment
- Works to operationalize an equity lens, with the goal of eliminating racial inequities throughout the early childhood system; will cultivate equitable practices across all aspects of job function
- Proficiency in Microsoft Office Suite
- Knowledge of project and task management tools such as Basecamp is desirable

Send Cover letter and Resume to: Governor's Office of Early Childhood Development c/o GOV.OECD@Illinois.gov