ALL OUR KIN

Position Title: Director of Program and Learning
Reports to: Chief Learning Officer
Position Status: Full-Time/Exempt
Location: At one of our sites (New Haven, Bridgeport, Stamford, Norwalk, CT or New York, NY)
Regular travel is required.
Target Start Date: June 2020

About All Our Kin

All Our Kin is a nationally recognized nonprofit organization that trains, supports, and sustains family child care educators to ensure that children and families have the foundations they need to succeed in school and in life. At All Our Kin, we support family child care educators at every stage of their development – from parents and caregivers to professional educators and business owners – using a strength-based, high-touch approach. Through our programs, family child care providers succeed as early childhood educators and small business owners; parents have access to high-quality, affordable child care, making it possible for them to enter into and remain within the workforce; and infants and toddlers gain the enriching experiences that prepare them to succeed in school and in life. All Our Kin is recognized as a national model, and has been proven through studies to raise the quality, availability, and sustainability of family child care.

All Our Kin first opened its doors in a housing development in New Haven, Connecticut in 1999. Today, we serve over 850 family child care educators with networks representing five Connecticut cities and New York City, in addition to the surrounding communities.

What You Will Do

All Our Kin seeks an experienced manager to lead our program development, codification, and quality assurance work. The Director of Program and Learning will report to the Chief Learning Officer and work closely with the Research and Evaluation, Technical Assistance and Professional Learning teams as well as our site teams. The Director of Program and Learning will supervise and support a small team working in three major areas:

1. **Program and Learning:** As AOK has grown, we have had both the need and the opportunity to adapt our model. The Director will work closely with our leadership team, directors, and field staff to identify the core innovations within the model and to disseminate learnings and best practices across sites.
   - Work with, learn from, and include AOK’s family child care educators in the design of programming
   - Supervise and support the mentor coaches. Mentor coaches coach and support our team of educational coaches
   - Support collaboration and learning across the organization, especially with the learning, evaluation, professional development, education, and technical assistance teams
   - Design programs, based on research, promising and best practices in the field, to continuously improve our model
2. **Codification and Materials Development:** All Our Kin has a 20-year record of bringing extensive and tailored support to family child care educators both in their educational and business practices. The Director will lead our efforts to codify all aspects of our model in order to grow the number of AOK sites, as well as share our model with others in the field through materials, training, and technical assistance. The Director will design the plan, processes, and systems to:
- Organize and systematize all key elements of All Our Kin’s model by collaborating with staff to understand the most effective practices and approaches
- Create a robust system to develop, update, and share materials to support All Our Kin internal programs as well as external technical assistance projects
- Regularly update materials and resources and include educator input and feedback

3. **Implementation Fidelity:** The Director will lead our efforts to develop usable tools and methods to ensure fidelity to the elements of our model that produce highest quality and greatest impact.
- Work closely with the Evaluation and Learning team to ensure that learnings from internal and external projects and evaluations continue to shape and reinforce program design
- Develop methods and materials to ensure consistency in program implementation and technical assistance offerings across different sites and geographies and uphold All Our Kin’s core values developing materials for diverse audiences, including different types of adult learning, experience levels, cultural and linguistic backgrounds, etc.
- Identify areas for alignment across programs
- Share AOK model with external partners and learn from their experiences and best practices
- Support onboarding of new staff members as appropriate

**Who You Are**

You hold deep beliefs in and commitments to:
- Making high-quality early care and education available to all children
- Combating systemic racism and injustice

In addition, you:
- Believe in All Our Kin’s mission, core values, and model
- Have experience serving historically underserved communities
- Value and build relationships with stakeholders from different educational levels, and respect myriad values, backgrounds and experiences

You have experience in:
- Working effectively with family child care educators
- Program development, program codification, curriculum development and implementation, quality assurance, and continuous improvement
- Demonstrated success developing and evaluating early childhood education projects and programming

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- Setting priorities and managing multiple, multifaceted projects simultaneously in a fast-paced, entrepreneurial, deadline-driven environment
- Working sensitively with staff representing all areas of diversity, including race, ethnicity, gender, ability, age, sexual orientation and religious beliefs/faith practices

You are able to:
- Recognize and analyze trends and identify opportunities; adapt to changing priorities and new information
- Communicate complex information persuasively in writing and speaking, and tailor communication for different audiences, including funders and stakeholders
- Work collaboratively and build long-term, strength-based relationships with diverse stakeholders
- Manage budgets and control expenses
- Be flexible and take initiative; solve complex problems and make decisions
- Balance accountability with emotional intelligence when interacting with staff at all levels
- Operate various software and computer systems, learn to use new technology, and explore how technology can enhance our programming and impact
- Travel to All Our Kin sites, technical assistance locations, and national conferences and forums on a regular basis

You are eager to build on:
- Minimum of 8 years of experience in program development, curriculum development, program codification, adult education and/or quality assurance
- Deep program, child development, and adult development knowledge and experience
- Experience with supervision
- Experience with complex program management
- A high level of organization, accuracy, and attention to detail
- A history of demonstrated discretion with confidential information
- Bachelor’s degree in early childhood education or other relevant field; master’s degree preferred

What You Can Expect
All Our Kin is an innovative, high-impact organization that empowers a growing number of family child care educators, children, and families to succeed. As we scale All Our Kin’s reach, we strive to maintain the collaborative, values-centered environment that is our hallmark, and to continually invest in the backbone of our organization: our talented, mission-driven team.

Some of the benefits we offer to our staff members include, but are not limited to:
- Competitive salary commensurate with experience
- Medical, Dental and Vision Insurance
- Vacation time: Three weeks paid annual vacation as well as federal holidays and a December holiday break (typically December 24 – January 1)
- Retirement Plan: All Our Kin offers a 403(b) plan
- Flexible work schedule

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All Our Kin is an equal opportunity employer and recognizes that diversity and opportunity are fundamental to children’s lives and to our work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

How to Apply
For more information, visit: https://allourkin.recruitee.com/o/director-of-program-and-learning/
or email your resume and cover letter to job.tg9kh@allourkin.recruitee.com.