



Sarah Fox <sfox@nhaecc.org>

Seeking Executive Director

Coos Coalition for Young Children & Families <twinmountain3-gmail.com@shared1.ccsend.com>
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Fri, Sep 13, 2024 at 1:50 PM

**SEEKING A DYNAMIC
SYSTEM THINKER FOR**

Executive Director Position



Organization: Coös Coalition for Young Children and Families

Location: Coös County, New Hampshire

Position Type: Full-Time, Hybrid Remote and In Person

About Us:

The Coös Coalition's vision is to promote a *coordinated, sustainable system of supports* for families and children birth through 8 that centers family experience and encourages positive social, physical, emotional, and cognitive growth for optimal child development.

The Coös Coalition's mission is to *promote optimal development* for children birth through eight and their families in Coös and surrounding communities. The Coalition is made up of early childhood serving organizations from the following systems: health and mental health, early care and education, family support services, child welfare, K-12 education, and higher education.

[Link to Coos Coalition videos](#)

Position Overview:

The Executive Director will oversee the day-to-day operations of the Coös Coalition, ensuring effective implementation of system change strategies as outlined in the [Coös County Early Childhood System Plan 2024-2027](#). Additionally, this role is crucial in supporting the Coalition's mission by managing finances, improving data collection and reporting, coordinating communication among partners, supervising staff, and leading key organizational activities. The position reports to the Co-Chairs and Leadership Team. The work entails flexible scheduling, remote and in-person meetings, with occasional state-wide travel.

Key Responsibilities:

Coos Coalition System and Operation Strategies:

- In coordination with the Coalition's Leadership Team and established Workgroups, ensure successful implementation of system strategies.

- Monitor and evaluate the effectiveness of system strategies and recommend adjustment to Leadership Team as needed to ensure success.
- Execute and manage operation strategies which ensure the Coos Coalition remains a strong backbone organization.

Financial Management:

- Oversee the budgeting process, including invoicing, reporting, and managing financial resources.
- Ensure accurate recordkeeping and compliance with NCES audit requirements.
- Lead fund development efforts, including cultivating strong funder relationships.

Data Management:

- Maintain and improve Coalition and partner data collection systems to assess strategy progress and impact.
- Collect and disseminate local, state, and federal population data to stakeholders.
- Prepare and present data and outcomes reports to the Leadership Team, workgroups, funders, and the public.

Communications:

- Coordinate communication efforts among Coalition partners to ensure alignment and effective information sharing.
- Share opportunities for community engagement and advocate for policies supporting young children and families.
- Manage public communications, including media relations and outreach.

Supervision:

- Manage and support Coalition staff and consulting contractors, ensuring effective performance and professional development.
- Oversee the Family Leadership structure, providing guidance and support to family leaders.

Leadership Team Coordination:

- Develop and manage Memorandums of Understanding (MOUs) with partners and stakeholders.
- Collaborate with Co-Chairs to develop meeting agendas and facilitate productive meetings (with support from designated staff, if applicable).
- Onboard new Leadership Team members and ensure they are integrated into the Coalition's activities and goals.

Qualifications:

- 5 years of experience or Bachelor's degree in Nonprofit Management, Project Management, Social Work, Early Childhood Education, or a related field;
- Proven experience in a managerial role within a non-profit or coalition environment, including experience with financial management and fund development.
- Training and/or demonstrated experience with one or more of the following models Coalition Building, Collective Action, Systems Thinking, Community Co-Design, Implementation Science, Boundary Spanning Leadership, Multi-Tiered Systems of Support, or Family Engagement.
- Strong skills in managing, analyzing, and reporting data.
- Excellent communication and coordination skills, with the ability to engage and collaborate effectively with partners, community members, and the public.
- Demonstrated ability to manage staff, contractors, and volunteer leadership structures.
- Experience facilitating groups

- Strong organizational and problem-solving skills, with the ability to manage multiple priorities and work collaboratively with community partners.

Annual Salary Range: \$87,000 - \$95,000 with health, dental and retirement benefits.

How to Apply:

After reviewing [Coös County Early Childhood System Plan 2024-2027](#), interested candidates should submit the following to Mollie White at twinmountain3@gmail.com by **Tuesday, September 27th.**

1. Letter of Intent which includes answers to these questions: Having reviewed the [Coös County Early Childhood System Plan 2024-2027](#), discuss how your skills and experience align with the system change strategies we've set forth? Specifically, how would you leverage your expertise to ensure the successful implementation and adaptation of these strategies to achieve our goals?
2. Resume
3. References

The Coos Coalition for Young Children and Families is an equal-opportunity employer. We value diversity and are committed to creating an inclusive environment for all employees.

Contact Information:

Mollie White
Executive Manager
603-915-7020
twinmountain3@gmail.com
investincooskids.org

Coos Coalition for Young Children and Families investincooskids.org

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