



NEW POSITION – Collaborative Action Manager

This is a new position. The Collaborative Action Manager will support the North Carolina Early Childhood Foundation’s work to spearhead state and local collaboration across systems, disciplines and the political spectrum to advance a shared vision and course of action for maximum impact for children and families. Core responsibilities are to support effective collaboration and shared learning for NCECF’s Pathways to Grade-Level Reading and Campaign for Grade-Level Reading initiatives, including:

- developing and implementing strategies and processes,
- developing and maintaining supporting tools and materials, and
- monitoring and reporting on state-level bodies focused on related issue areas.

The Collaborative Action Manager reports to the Policy and Practice Leader and is responsible for supporting the work of the Pathways to Grade-Level Reading Initiative (Pathways) (2/3 time) and NCECF’s work as the state lead for the Campaign for Grade-Level Reading (the Campaign) (1/3 time).

RESPONSIBILITIES

Develop and implement strategies and processes to foster effective collaboration

- Facilitate collaboration with government and nonprofit partners.
- Manage implementation of the NC Pathways to Grade-Level Reading Initiative, including strategic thinking, meeting design and implementation, using an appreciative inquiry approach to drive defined outcomes.
- Support Pathways data development convenings to improve the quality and accessibility of early childhood data in North Carolina.
- Support NC Campaign for Grade-Level Reading communities’ shared learning using an appreciative inquiry approach.

Develop and maintain supporting tools and materials

- Conduct policy research and data analysis.
- Create toolkits to support organizations, agencies, and communities working with the Pathways initiative.
- Create data books.
- Create meeting materials for convenings, including agendas, PowerPoint presentations, worksheets and other supporting documents.
- Develop new and refresh existing tools, collateral and training needed to maximize local efforts of NC Campaign for Grade-Level Reading communities.
- Profile bright spots and progress through NCECF and external media channels.

Monitor and report on state-level bodies focused on related issue areas

- Monitor and report on how state-level committees, commissions, task forces and other bodies addressing Pathways-related goals are working toward implementing the Pathways Action Framework.
- Monitor and report on whether and how state and local organizations addressing Pathways-related goals are using an equity lens.
- Monitor and report on relevant other actions of state-level committees, commissions, task forces and other bodies addressing Pathways-related goals.

Conduct other work as needed to support Pathways and the Campaign, such as:

- Implement the endorsement strategy for the Action Framework among state leaders to demonstrate widespread, multi-sector support for the work.
- Manage contractors, as needed.

Advance NCECF's mission.

- Collaborate with NCECF staff to advance the organization's mission, implement its strategic plan and support the NCECF's effort to build its identity through outreach and engagement efforts.

Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Excellent oral and written communication skills. Excellent research and writing skills including the ability to complete succinct policy briefs as well as lengthy reports. Ability to communicate confidently and effectively on complex issues.
- Some experience with the principles, practices, and techniques related to implementing effective engagement strategies, communication, systems thinking, collaborative decision making, consensus building and meeting facilitation.
- Experience with basic data analysis.
- Success at managing a wide array of tasks and projects and an ability to thrive in a fast-paced work environment.
- Self-starter who is comfortable operating with minimal oversight.
- Team player who is willing to pitch in as needed to support colleagues and the organization's mission.
- Knowledge of the early childhood field and a basic understanding of North Carolina's historical and current early childhood context is helpful but not required.
- Some experience in working with community-based organizations and a wide variety of constituents.

EDUCATION, TRAINING AND EXPERIENCE

The above skills are typically acquired through:

- Bachelor's Degree and three to five years of experience in facilitation and collaborative efforts, policy and data analysis, or other related experience; OR
- Master's Degree in a related field and one to two year of experience; OR
- An equivalent combination of training and experience.

Estimated on-the-job training time: Six months.

NCECF embraces equity and inclusion in our work and on our team. All individuals are encouraged to apply regardless of age, color, disability, gender, gender identity, national origin, race, religion, sexual orientation, or veteran status.

Interested applicants should email cover letter and resume to ncecf@buildthefoundation.org.