



**Santa Ana Early Learning Initiative (SAELI) PROJECT DIRECTOR
JOB ANNOUNCEMENT**

Job Title: SAELI Project Director
Supervisor: SAELI Steering Group/Charitable Ventures Human Resources
FLSA Status: Exempt
Pay Class: Full-Time
Salary Range: \$62,400 plus benefits
Deadline: Friday, April 22, 2022 by 5 PM

ORGANIZATION

Founded in 2007, Charitable Ventures is a 501(c)3 nonprofit organization that provides fiscal sponsorship, incubation, and capacity building services to community projects and nonprofits, in support of social innovation, community transformation, and a stronger social sector. Charitable Ventures serves as the fiscal sponsor of the Santa Ana Early Learning Initiative, or SAELI.

BACKGROUND – SANTA ANA EARLY LEARNING INITIATIVE (SAELI)

Founded in 2016, SAELI is a dynamic network of parents, caregivers, and residents working closely with nonprofit organizations, elementary schools, universities, and city and county agencies to create home, school, and neighborhood environments that promote the well-being of children 0-9 years old and their families in Santa Ana, CA. SAELI seeks a dynamic, equity-driven leader to join this multi-stakeholder network of parents, caregivers, and organizational partners that have created a space of authentic collaboration and innovation necessary to leverage broad-based resources to impact the future of all children 0-9 in Santa Ana.

SAELI's efforts over the past six years to improve outcomes for children 0-9 and their families have focused on two core strategies. The first has been helping families with young children access a broad and rich array of health, human, and economic supports, mainly through school-based wellness centers and other collaborative arrangements.

The second strategy centers on building the capacity of parents and caregivers to lead SAELI efforts. Examples of leadership capacity activities include parenting classes on early childhood developmental milestones; neighborhood canvassing to promote early literacy and access to services; community mobilization for policy change; and co-design sessions to create school-based wellness centers and playful learning park installations, among other activities.



POSITION DESCRIPTION

The SAELI Director's primary role is to collaborate actively and meaningfully with a very active, multi-stakeholder Steering Committee to promote the effectiveness and sustainability of SAELI efforts. These include service access and parent/caregiver leadership development strategies to improve the holistic development of children 0-9 and their families in Santa Ana, CA. Parents and caregivers are leaders and key decision-makers in all the SAELI activities including the Steering Committee.

DUTIES AND RESPONSIBILITIES

The following are the SAELI Director's primary functions and responsibilities (other duties may be assigned as necessary):

Essential Functions/ Responsibilities

1. Foster supportive, inclusive, and trusting relationships among all SAELI parents, caregivers, co-workers, volunteers, participants, and community partners that unify all members around a common purpose and that inspire everyone to contribute their time, strengths, and resources towards a collective result. This includes ensuring that SAELI parents and caregivers are authentic decision-makers across all areas of SAELI's work.
2. Co-plan, co-design, and coordinate regular SAELI Steering Group and General Assembly sessions to ensure effective communication, planning, and learning for the entire network. This includes preparing quarterly Steering Group reports, sending timely reminders, scheduling meetings with enough time in advance, maintaining an updated membership list, and developing and implementing clear decision-making protocols.
3. Ensure inclusive planning, high-quality programming (e.g., parent/caregiver trainings), and data-driven learning and accountability using the SAELI Outcomes Dashboard and other measures to gauge collective outcomes and make changes to strategies.
4. Collaborate closely with the Steering Group to sustain and grow SAELI's work and impact by developing a plan with short- and long-term actions to maintain existing partnerships, to cultivate new relationships with community leaders and key institutions, and to identify and harness potential funding opportunities. This includes leading efforts to prepare grant proposals or joint projects with other agencies.
5. Serve as the principal point of contact with partners and external organizations and function as the primary SAELI representative who communicates SAELI's work across multiple public venues, events, conferences, meetings, and speaking engagements. This role also includes co-designing, coordinating and overseeing a team effort in maintaining an active website, social media presence, and updated promotional materials to reach larger audiences.



6. Perform (or supervise the performance of) administrative functions, such as preparing invoices, monitoring budgets, providing reports and supportive documentation for funders, ensuring timely payment of contractors, vendors, and staff.

Supervisory Responsibilities

1. Supervise, support, and evaluate SAELI full-time and part-time staff, which includes providing professional development and capacity building resources to ensure quality of products and services delivered to clients.
2. Monitor, review, and approve timesheets for full-time and part-time staff.
3. Supervise (or delegate the responsibility of supervising) volunteers acting on behalf of SAELI, including SAELI parents and caregivers.
4. Monitor, review, and approve stipends for SAELI volunteers, including parents and caregivers.
5. Recruitment and dismissal of staff, in consultation with Steering group members and CVOC staff.

Skills and Abilities

1. Ability to center and elevate the voices of families and to prioritize, include, motivate, and empower parents and caregivers.
2. A clear understanding of the needs and strengths of families with young children in Santa Ana, or a strong desire and willingness to understand their needs and strengths.
3. Bilingual (Spanish-English strongly preferred) and culturally fluent with Latinx immigrant and Latinx multi-generational communities.
4. Exceptional interpersonal skills to interact with individuals of all ages and backgrounds.
5. Ability to motivate volunteers and delegate responsibilities and tasks to parent/caregiver leaders and partner organizations.
6. Excellent communicator, in oral and written forms, and strong public speaking skills
7. Ability to collaborate in a team setting and accept constructive feedback to continuously improve their capacity to address the needs of families and communities served by SAELI.
8. Sound analytical and problem-solving skills, with the ability to follow and/or craft procedures and instructions.
9. Organized, flexible, adaptable, detail-oriented, and the ability to manage priorities and workflows under stress in a fast-paced environment.
10. Proficient in Microsoft Word, Excel, and PowerPoint, Google Suites, and social media.
11. Ability to monitor the progress of contractual agreements and/or unfunded collaborative agreements with partner organizations (e.g., city, school district, funders, universities, nonprofit organizations, etc.).
12. Ability to develop, monitor, and update budgets.



13. Ability to maintain confidential personnel information, as well as client financial data and proprietary program design and intellectual property as described in CVOC's Client Confidentiality section of the company's Employee Handbook.

Education and/or Experience Required

1. Bachelor's or Master's degree in child development, education, human services, social work, public policy, public health, business administration or related area of study and at least two years of work experience in a related field.
2. In the absence of a Bachelor or Master's degree, at least 5 years of related experience and progressively increasing roles and responsibilities.

HOW TO APPLY - REQUIRED DOCUMENTATION

1. A Letter of Application addressing the duties and responsibilities contained in this job description, particularly any experience with parents/caregivers and organizations in collaborative settings. Maximum of 2 pages single spaced.
2. A Resume and/or Curriculum Vitae with the candidate's contact information (email and phone) and describing the candidate's education, work, and volunteer experience.
3. A Writing Sample of a grant proposal, research paper, or other materials that display the candidate's writing ability.
4. Names and Contact Information for three references who can speak to the candidate's skills and abilities associated with this position description.

Finalists will also be required to submit the following information:

- Official transcript from institution awarding highest degree.
- Two letters of recommendation.

Applicants should apply and submit all required documentation electronically to:

Wendy Gomez
SAELI Interim Director
Wggomez18@gmail.com



EMPLOYMENT REQUIREMENTS

This position requires a criminal records check, reference checks and verifications of previous employment. All offers of employment are conditional upon successful completion of all pre-employment screenings.

The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act.

SAELI/Charitable Ventures is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to race or ethnicity (including color or ancestry), nationality, religion or religious creed, gender (or sex), gender identity (including transgender), gender expression, sexual orientation, marital status, disability (physical or mental), medical condition, genetic information, age, veteran or military status.

Charitable Ventures is an Equal Opportunity Employer.