



## Manager of Parent and Caregiver Engagement Programs

### About Community Resources for Children

Since 1978, Community Resources for Children (CRC) has been investing in the early care and education of young children in Napa County. CRC is a non-profit, community-based agency that serves as the community childcare link for families and childcare professionals who live and work primarily in Napa County. Last year, Community Resources for Children enriched the lives of more than 4,300 individuals including children, parents, and educators. [www.crcnapa.org](http://www.crcnapa.org)

### Position Summary

The Manager of Parent and Caregiver Engagement Programs is responsible for providing strategic and operational oversight as well as for the holistic and systematic implementation of CRC's parent/caregiver engagement programs. These programs target children (birth-5 years old) and are designed to foster knowledge of child development and promote children's early education and kindergarten-readiness, while recognizing that parents/caregivers are a child's first teachers. The Manager of Parent and Caregiver Engagement Programs guides the development and implementation of a wide variety of programs including playgroups, caregiver/parent support groups and preschool-like programs. The position is responsible for developing and ensuring the execution of coordinated program plans that maximize impact and effectively deploy resources. In collaboration with the Manager of Provider Services, the Manager of Parent and Caregiver Engagement Programs fosters a culture of collaboration and intentional engagement to meet the needs of various types of caregivers who provide child care and education to young children in Napa County. The Manager of Parent and Caregiver Engagement Programs also plays a lead role in aggregating and analyzing program and client data for the entire organization.

### Essential Duties and Responsibilities

- Understands and supports the mission and goals of Community Resources for Children (CRC).
- Provides complete oversight of all programs related to parent/caregiver engagement seeking to serve the diverse needs of Napa County's children.
- Establishes specific goals and deliverables and measures the impact of programs/initiatives.
- Holds staff accountable, establishing objectives and milestones, evaluating and monitoring progress against overall program objectives and individual goals.
- Tracks and adheres to grant requirements as well as CRC's policies/procedures.
- Creates a culture that encourages innovation and experimentation leading to high-performing learning teams who strive to understand and meet the individual needs of caregivers/parents.
- Maintains and establishes procedures/systems that provide effective, consistent, and efficient delivery of programs.
- Drives data-based decisions and ensures that data collected is accurate, timely and integrated soundly into the bigger picture of the organization.
- Recruits, develops, motivates and manages a team committed to early learning.
- Understands budgets and supervises budget direct expenditures for each contract and grant.
- Promotes a client-centric culture of meeting clients where they are according to their education level, language preference, abilities, learning styles and preferred method of communication.
- Collaborates with the Management Team to generate revenue by making recommendations to pursue grants that support programmatic needs and by assisting with the grant writing and reporting process, including systematically collecting and analyzing program/impact data.
- Cultivates relationships with new and existing donors/supporters/grantors and other community-based organizations.

- Educates the community and supporters about the importance of early learning education and care, fostering collaborations, sharing knowledge and gathering perspectives.
- Participates as needed in CRC's efforts at the local, state, or nationwide-levels to advocate for accessible quality child care and early education for all children in our community.
- Participates in meetings, conferences, and training as required.
- Demonstrates flexibility in work schedule to ensure client/program needs are met.
- Conducts outreach and participates in events to promote programs and agency as needed.
- Contributes to agency publications and communications efforts as requested.
- Engages and supervises volunteers.
- Performs other duties as assigned.

## Qualifications

### Education and Experience

- Bachelor's Degree in related field. Master's degree strongly preferred.
- Minimum 5 years of demonstrated experience working in education of younger children.
- Excellent written and verbal presentation skills.
- Ability to manage, coach and motivate staff in a flat and fluid organization.
- Experience working with diverse staff, client populations, families and children.
- Demonstrated ability to think systematically and to maintain an organization-wide perspective.
- Ability to manage projects that include balancing multiple priorities and time sensitive deliverables.
- Understands budgets and resource planning and uses data to make sound decisions.
- A proven track record of achieving strong, measurable results while maintaining an inclusive, collaborative working style.
- Demonstrated experienced planning and overseeing programs, developing and managing budgets, and analyzing data and customer feedback to improve services.
- High level of proficiency in computer skills, including advanced skills in MS Office (Word, Excel, Outlook, PowerPoint) and proficiency in virtual communications (Zoom, MS Teams, Cisco Webex). Ability to use design software highly desirable to create outreach materials.
- Strong analytical skills and a strong ability to analyze a vast array of data sets from diverse sources.
- Proficiency with data management software; experience with CRM preferred.
- Strong dedication to supporting quality early-care and education.
- Commitment to Community Resources for Children's mission and programs.

### Language and Other Demands

- Ability to work and communicate with diverse cultural and socioeconomic groups, and differently-abled individuals.
- Ability to work remotely and virtually as needed.
- Willingness to work occasional evening and weekend events.
- Livescan fingerprinting and Department of Justice background clearance.
- Reliable transportation, valid California driver's license and insurance, good driving record.
- Essential Physical Tasks: Must be able to sit and type on a computer keyboard, communicate with clients by telephone, drive a car to travel to meetings or appointments, and lift and carry up to 30 pounds.

## How to Apply

Please submit resume with a thoughtful cover letter describing your interest in the work of Community Resources for Children and how your experience meets the qualifications of the job to [info@crnapa.org](mailto:info@crnapa.org). Please also complete the job application that can be downloaded from the CRC website: <http://www.crcnapa.org/join-our-team-2/>