



Early Care &  
Learning Council

United to Promote Quality

## Director of Child Care Supply

### Job Summary

Early Care & Learning Council (ECLC) is seeking a Director of Child Care Supply for our Infant Toddler Project. The Director of Care Supply is the child care business content expert for ECLC and our network of 35 Child Care Resource and Referral agencies. Position is two-fold: creating and implementing comprehensive regional plans with targeted strategies to increase supply of quality infant and toddler care across New York State; work to develop and deliver targeted coaching and professional development to staff and providers around themes and topics specifically related to child care programs' business needs. The Director of Care Supply will work directly with the Regional Economic Development Councils, Infant Toddler Senior Program Director, CCR&R Leadership, Regional Infant Toddler Resource Centers, and Infant Toddler Specialists to implement and deliver a continuum of services that increases the availability of quality child care across the state and positions Early Care & Learning Council and Infant Toddler Regional Resource Centers as the leaders in the field of quality child care in NY State.

### Responsibilities

- Develop and maintain relationships with Regional Economic Development Councils and with establishments of higher education that offer early childhood education degree programs
- Create and implement comprehensive regional plans with targeted strategies to increase supply, partnering with 10 Regional Economic Development Councils
- Work in partnership with Infant Toddler Specialists, and Regional Infant Toddler Resource Centers to identify businesses in each region who will support regional expansion efforts
- Identify and help Infant Toddler Resource Centers grow partnerships within the business communities across the state to support expansion of IT quality care
- Design an implementation tool kit that can be used at the regional level to attract business support and partnerships to increase the supply of quality Infant Toddler care
- Lead the establishment of Career Development Centers at selected CCR&Rs to guide the workforce through obtaining increased education/qualifications
- Research the successes that other states have had in growing their pool of quality child care providers
- Assist with developing business curriculum to onboard new providers across the state
- Coordinate and facilitate meetings to educate and support Regional Infant Toddler Resource Centers around this work



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- Work with Regional Infant Toddler Resource Centers, with guidance from the ECLC Infant Toddler Research and Evaluation Director, to set shared SMART goals for increasing the number of IT providers in their region annually
- Work with Regional Infant Toddler Resource Centers, with guidance from the ECLC Infant Toddler Research and Evaluation Director, to set shared SMART goals for program quality improvement
- Assist in identifying needs, and provide guidance regarding appropriate protocol for attracting powerful partnerships of support within each community
- Assist with the development of written reports and papers that educate parents, providers and employers about the importance of access to quality Infant Toddler care
- Attend national trainings and conferences several times annually
- Other duties as assigned

### **Job Requirements and Qualifications**

- Master's degree in Business, Economic Development, Early Education or related degree / work experience preferred
- Knowledge of child care industry
- Proven experience establishing partnerships across industries
- Strong organizational skills with attention to detail
- Exceptional Oral and Written communication skills
- Proficient in Microsoft Office Suite
- Ability to travel extensively within NYS, occasional evening required
- Bilingual preferred; ability to understand and to make oneself understood to all Spanish speaking individuals is a plus.

### **Reports to Infant Toddler Senior Program Director**

The Early Care and Learning Council (ECLC) is a statewide, not-for-profit membership organization that represents the 35 Child Care Resource & Referral (CCR&R) programs across New York State. The CCR&Rs are on the front lines, providing direct assistance and support to parents, child care providers, and employers in their communities.

ECLC works closely with the Office of Children and Family Services (OCFS) to support and strengthen the capacity of CCR&R agencies by providing them with comprehensive services and supports. Since 1975, ECLC has taken a leadership role in improving the quality of early care and education in New York State.



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Child Care Resource and Referral programs (CCR&Rs) are coordinating and planning agencies for local child care services. They provide support to child care providers, parents, businesses and local governments.

ECLC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. ECLC does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.