

Position: Brighter Futures Childcare Initiative Coordinator
Organization: United Way of Santa Barbara County
Duration: Part-time, temporary (15-20 hours/week)
Location: 320 E Gutierrez Street, Santa Barbara, CA (In-Office)
Reports to: Director of Strategic Partnerships & Advancement
Compensation: \$30 - \$45 / hour

Position Overview: Brighter Futures Childcare Initiative Manager

United Way's Brighter Futures Childcare Initiative is a county-wide, cross-sector effort to improve access to high-quality childcare for parents from all economic backgrounds while generating innovative solutions that will support new and existing childcare centers with sustainable expansion. The Brighter Futures Childcare Initiative Coordinator oversees the administration of United Way's Childcare Fund, including the disbursement of grants and scholarships, as well as the coordination of administrative needs for the Brighter Futures Childcare Coalition and related reporting. This position is funded through a limited contract, set to expire in June of 2025.

Key Responsibilities:

Under the direction of the Director of Strategic Partnerships & Advancement:

- Collaborate on marketing and community outreach initiatives to promote the Brighter Futures Childcare Initiative and its associated fund, fostering engagement and awareness within the community.
- Oversee the management of the Brighter Futures Childcare fund, effectively coordinating the scholarship and grant programs to ensure efficient disbursement and alignment with program objectives.
- Build and maintain relationships with childcare centers and industry partners.
- Conduct initial evaluations of applications and requests for assistance from the fund, assessing eligibility and merit in accordance with established criteria.
- Formulate funding recommendations based on a thorough assessment of applicant need and eligibility, prioritizing equitable distribution of resources.
- Maintain open lines of communication with community partners, furnishing requested information and delivering accurate reports on program activities and outcomes as appropriate.
- Maintain the integrity of data systems and records, ensuring meticulous organization and accuracy in the documentation of funding data and other pertinent information.
- Generate comprehensive reports delineating program growth and productivity, leveraging data insights to inform strategic decision-making.
- Propose recommendations for program enhancement and the adoption of best practices to enhance program effectiveness, liaising with supervisors as necessary.
- Complete all administrative tasks related to the initiative, including reporting and invoicing community partners and consultants.
- Demonstrate professionalism and courtesy in all interactions with internal and external stakeholders, fostering positive relationships and upholding the reputation of the organization.
- Execute additional duties as assigned, contributing to the overall success and efficacy of the Brighter Futures Childcare Initiative.

Qualifications:

- Bachelor's degree from an accredited institution required.
- Minimum of three years program coordination, grant management, non-profit, or related experience, or an equivalent combination of experience and education will be considered.
- Previous experience in childcare services or related fields is a plus.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Desired Knowledge, Skills, and Abilities

- Exceptional written and verbal communication skills, adept at crafting clear and concise communications for various stakeholders, including grant applicants and community stakeholders.
- Demonstrated ability to work independently, efficiently managing tasks and responsibilities.
- Proficiency in public speaking, confidently presenting program updates and initiatives to large audiences, including community gatherings and partner meetings.
- Proficiency in Microsoft Office suite and other relevant software applications utilized in program administration and data management.
- Proven capacity to thrive in high-pressure environments, consistently meeting or exceeding expectations while managing demanding workloads.
- Skill in establishing and adhering to work schedules, effectively prioritizing tasks to maximize productivity and achieve program goals.
- Strong project management abilities, adept at juggling multiple initiatives simultaneously while maintaining meticulous attention to detail.
- Firm and clear communication style when conveying expectations to partners and staff, ensuring alignment with program objectives and standards.
- Diligent in executing procedures to ensure accuracy and precision in all aspects of work, minimizing errors and optimizing outcomes.
- Ability to handle sensitive and confidential information with discretion and professionalism, maintaining confidentiality protocols at all times.
- Flexibility to accommodate a variable work schedule, including availability outside of standard office hours as needed to meet program demands and deadlines.

General: This description contains the essential functions necessary to evaluate the position. It is not intended and should not be used as an exhaustive list of all responsibilities, skills or efforts.

Employee Date

President & CEO Date

About United Way of Santa Barbara County:

Since 1923, United Way of Santa Barbara County has been a key leader in local efforts to empower children, families, and communities through its own unique collaborative programs and initiatives, partnership convening efforts, volunteer development, and funding. United Way’s mission is to enrich the lives of children and families and build resilient communities by leading local programs and partnerships that improve school readiness and academic achievement, financial empowerment, and crisis response and recovery. To learn more, please visit unitedwaysb.org.

Core Competencies

Mission-Focused	All United Way employees recognize that the organization’s top priority is to create real social change that improves lives and changes community conditions. This drives their performance and motivations.
Relationship-Oriented	All United Way employees are responsible for cultivating and managing relationships, fostering an atmosphere of trust, while taking a collaborative approach to addressing issues.
Results-Driven	All United Way employees are accountable for achieving individual performance goals in support of organizational goals.
Brand-Steward	All United Way employees are stewards of the brand and understand their role in protecting the reputation of the organization.
Continuous Learning	All United Way employees demonstrate a desire to acquire knowledge, skills, and abilities necessary to perform effectively.
Critical Thinking	All United Way employees use critical thinking skills to solve problems through basic research, analysis, and interpretation.
Professional Behavior	All United Way employees conduct themselves in a professional manner and follow organizational guidelines and standards.

United Way of Santa Barbara County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.