



THE FOUNDATION

The Community Foundation of Elkhart County is dedicated to transforming Elkhart County by bringing stakeholders together to tackle issues of concern in the community. Since its founding in 1989, the Community Foundation has helped hundreds of people create personal, permanent, and powerful legacies by establishing custom and charitable funds. In its three decades, the Community Foundation awards more than \$30 million in grants and scholarships annually and is now the steward of over \$450 million in charitable assets. Aided by Community Foundation expertise, fundholders have fostered the arts, awarded scholarships, championed community vibrancy, helped children learn to read, and provided food and shelter for people experiencing homelessness. They have made Elkhart County a better place to live as community partners.

By connecting philanthropy with community needs and opportunities, the Community Foundation works to improve the quality of life in Elkhart County by inspiring generosity.

For more information on the Community Foundation of Elkhart County, please visit www.inspiringgood.org.

POSITION DESCRIPTION: Assistant Director Early Childhood Health and Community Supports

Elkhart County's early childhood initiative, Building Strong Brains, represents an unprecedented, coordinated system approach to kindergarten readiness. It includes maternal and child health, community supports for children and families, and quality childcare and early learning environments.

The Assistant Director-Early Childhood Health and Community Supports is responsible for working in partnership with Coalition leadership to lead, support, and progress the maternal and child health and community supports work. This includes facilitating action teams, leading community engagement activities, supporting day-to-day communications, and managing administrative functions.

DUTIES & RESPONSIBILITIES

Community outreach and engagement

- Coordinate activities with initiative partners to align strategies and actions related to improving maternal and child health outcomes and strengthening the network of community supports for children and families in Elkhart County.
- Work with coalition partners to maintain a full understanding of local, regional, state, and national maternal and child health landscape and policies to integrate into the Building Strong Brains efforts.
- Support and advance efforts to highlight, support, and enhance early childhood health and community supports systems.
- Build and maintain positive and collaborative relationships with cross-sector community partners, including, but not limited to, early childhood mental health, prenatal care, insurance and healthcare, parent education and support, and early intervention.
- Attend and actively participate in meetings, convenings, and collaborative events across the Building Strong Brains network, including, but not limited to, peer networks, parenting education, faith communities, resource navigation, family resource centers, and home visiting.
- Actively engage with and support the work of the Maternal and Child Health and Community Supports for Children and Families action teams.



- Work with partners to coordinate and implement convenings, meetings, and collective learning opportunities.
- Attend community events relevant to the initiative’s focus on maternal and child health and community supports for children and families.

Strategy

- Facilitate discussion and share data related to current barriers to maternal and child health and community supports.
- Work in partnership with coalition partners to identify solutions to improving maternal and child health and strengthening the accessibility to community supports for children and families.
- Support partner organizations to align work to the collective goals, in collaboration with the comprehensive coalition network.
- Identify and help resolve conflicts to support the collective work.

Communications

- Understand and communicate the objectives of the Building Strong Brains initiative with clarity to the community and potential partner organizations.
- Maintain open and collaborative communication with early childhood partners to align and progress the collective work.
- Connect early childhood partners to resources and networking opportunities.
- Develop and align systems for maintaining and sharing information with coalition partners.
- Disseminate relevant information to cross-sector partners.
- Provide updates and reports across the coalition network.

POSITION REQUIREMENTS

Education and Experience

- 3 years’ experience in community engagement work is preferred.
- A bachelor’s degree in early childhood or a related field or commensurate work experience is preferred.

Required Knowledge, Skills, and Abilities

- Successfully building and maintaining relationships with community partners.
- Project management skills, including organization, report management, and collaborative work with cross-sector community partners.
- Strong problem-solving and critical-thinking skills.
- Stellar community engagement and facilitation skills.
- Excellent interpersonal and communication skills (written and oral).
- Ability to build positive working relationships with cross-sector stakeholders in the local, regional, and state community.
- Knowledge of the local early childhood health and community supports landscape.
- Experience with or strong willingness to learn about systems work



(This list of essential responsibilities and requirements is not intended to be exhaustive. The Community Foundation of Elkhart County reserves the right to revise this job description as needed to comply with actual job requirements.)

OTHER DETAILS

- Classification: Full-Time, Exempt
- Reports to: Director of Building Strong Brains
- Compensation commensurate with experience and qualifications
- Transportation required: mileage is reimbursed to and from events and errands
- Please submit your resume and cover letter to Info@InspiringGood.org