



Vision Statement: All young children are valued, healthy and thriving.

Mission: To improve the quality, affordability and availability of early childhood programs in Summit County, Colorado.

Summary

The Impact and Evaluation coordinator will be responsible for the planning, launch, and ongoing implementation of Early Childhood Options data, evaluation, and impact for its programs. The Impact and Evaluation Coordinator will support the Operations Director in achieving strategic goals, collaborate with the program teams on data management and related outcomes, and work closely with the Finance Manager to track and report grant expenditures.

This is a full-time, year-round exempt position, located in Dillon, CO, with the possibility of a hybrid (remote/on-site) schedule. This position reports to the Operations Director.

Responsibilities

- Ensure all Data platforms used by Early Childhood Options are being utilized to their full potential.
- Maintain a schedule that ensures accurate and timely submission of all data, evaluation and impact.
- Work closely with the Finance Manager to track and report grant expenditures.
- Coordinate with program teams to support grant compliance across all levels with necessary data.
- Lead the coordination of data collection and management, including data compilation from community, partners, and other external sources.
- Maintain databases and other required documentation to measure quality performance and track improvement.
- Lead the data compilation process for monthly, quarterly and annual reporting requirements in collaboration with relevant staff.
- Assist program management to ensure timely delivery of high-quality reports which meet requirements and convey program impacts.
- Work with program directors to monitor outcomes and incorporate this information into program planning.
- Facilitate evidence-based decision-making for continuous improvement in the organization.
- Use internal and external research to inform best practices and innovative, efficient ways to enhance our programs and engage our community partners and staff.

General Duties

- Meet regularly with program and management staff.
- Participate in all agency events.

Note: This job description is not intended to be all inclusive and employee may perform other duties as appropriate.

Competencies

- Dependability: able to work independently, submit accurate documentation, and seek guidance when needed
- Teamwork: establish collaborative relationships with staff and community partners, provide leadership when appropriate
- Receptive: accept feedback, take ownership of responsibilities, and identify areas of growth
- Interpersonal Skills: communicate clearly, seek solutions, and demonstrate flexibility
- Integrity: keep sensitive information confidential and adhere to personnel policies
- Initiative: bring questions to supervisor and seek opportunities for further development
- Maintain current knowledge base by participating in educational or training opportunities, reading relevant publications, and maintaining professional networks

Qualifications

Education

- Bachelor's degree in related field preferred

Job Experience

- At least 2 years relevant work experience required; Experience working within development, including data systems and related government contracts management, preferred.

Special Knowledge and Skills

- Experience with public and private funding in a non-profit or funder setting
- Outstanding organization and project management skills
- Ability to articulate metrics verbally, in writing, and with charts and graphs
- Knowledge of the use of data to track annual outcomes to goals, as well as longer term strategic initiatives
- Knowledge of childcare landscape in Summit County helpful

Health and Safety Requirements

- Prolonged periods of sitting at a desk and working on a computer and viewing monitor/lit screen
- Ability to lift approximately 20lbs
- Some travel may be required; Ability to travel by standard modes of transportation.

Other General Requirements

- All permanent employment is dependent on the results of background checks.
- All persons accepting a position within Early Childhood Options will be required to provide valid proof of COVID-19 vaccination for qualify for medical or religious exemption.

Salary and Benefits

Salary ranges between \$54,000 and \$64,000 annually, dependent on education and experience. Generous benefits include health, dental, vision, wellness and PTO. Ski passes when available.

How to Apply

Qualified candidates should submit a letter of interest outlining relevant experience and a resume to catherine@earlychildhoodoptions.org. Please include "Impact and Evaluation Coordinator" in the subject line. Candidates invited for an interview will be required to provide three (3) references, including one current professional reference.

Early Childhood Options is an equal opportunity employer, hiring and promoting staff, recruiting volunteers, and providing services to individuals without regard to race, creed, ethnicity, gender, gender expression, sexual orientation, marital status, military status, national origin, age, weight, height or physical ability.

For more information about Early Childhood Options, visit www.earlychildhoodoptions.org