

CHILD CARE CONNECTION

JOB OPPORTUNITIES

DIRECTOR OF RESOURCE DEVELOPMENT AND REIMBURSEMENT

Schedule: Part-time, 4 Days/Week **Salary:** \$56,000 **Status:** Exempt

Non-profit dependent care resource and referral agency seeks a part-time (4 days per week) dynamic professional to work with the executive director and staff to stimulate the development of new child care resources and ensure child care subsidy funds are distributed according to State and County regulations. Job responsibilities include supervision and oversight of the child care subsidy programs along with the development and implementation of the voluntary state registration of family child care providers. Candidate would be responsible for the training and supervision of program staff.

Requirements:

- Requires graduate degree.
- Minimum of three years management/administration experience, education and a strong background in early childhood are essential.
- Entails leadership experience providing oversight and training for staff working in the field and staff providing customer service and assistance to applicants for public services.
- Proven relationships working with stakeholders and community organizations.
- Requires experience working with various populations on an individual and group basis.
- Education/employment background with a focus on human services, non-profit, policy development or related field preferred.

Skills:

- Strong written and verbal communication skills
- Proficiency in developing reports
- Strong interpersonal skills and ability to train and lead others
- Flexibility and strong time management skills

Benefits: Paid Time Off (PTO), Medical/Dental Insurance, Life Insurance, Long Term Disability Insurance, Pension

Send cover letter and resume to: Human Resources, Child Care Connection, 1001 Spruce Street, Suite 201, Trenton, NJ 08638, fax: 609-989-8060, or e-mail: hr@childcareconnection-nj.org.

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