

ABCD Open Position: Program Director

About ABCD

Assuring Better Child Health and Development (ABCD), a project of the Colorado Nonprofit Development Center, is a statewide nonprofit focused on partnering with and building connections across health care, community partners and early childhood systems to expand best practices. Our vision is for all Colorado's children to have access to services that promote healthy development.

ABCD is the designated Colorado State Intermediary for HealthySteps. HealthySteps (HS) is an evidence-based early-childhood integrated care model that provides developmental support, behavioral health, and resources to young children (0-3 years) and their families in the context of pediatric primary care settings. As the State Intermediary, ABCD works to scale the model statewide, supports the financial sustainability of HS sites, monitors model fidelity, provides professional development to HS specialists, maintains and reports HS data to state and national partners, and liaises between Colorado HS sites and the HealthySteps National Office (ZERO TO THREE).

As a team, we **center children and families**, uplifting the strengths of families. We are **responsive to the diverse needs** of families, providers, and communities, we **value and promote relational health** with each other, with providers and partners, and with those we serve. We practice **humility**, recognizing we are on a journey to expand our commitment to equity as individuals and as an organization. We are **brave, taking risks and trying new things** while learning from those experiences. We are looking for a teammate who shares our passion for this work and these values and is excited to grow with us.

Summary of the Position:

The ABCD Program Director will provide strategic leadership and oversight for all aspects of ABCD programming. To do so, the Program Director will manage all program staff and provide professional development to HS sites (alongside other staff). Therefore, the Program Director will have a particularly deep focus on our role as Colorado's HS State Intermediary, while ensuring that all aspects of ABCD programming are interconnected. The Program Director will also oversee (but not directly conduct) all data and evaluation activities. This position reports directly to the Executive Director. Together, the Program and Executive Directors will develop and implement long and short-range strategic objectives, operating business plans, policies, and budgets.

Responsibilities include, but are not limited to the following:

Management, Coaching and Staff Development

- Build and manage a team culture that fosters the bolded values above
- Build and manage team routines to foster collaboration and innovation
- Facilitate internal team meetings and manage team dynamics
- Support individual staff using reflective coaching strategies
- Support individual staff in growing their capacity to use implementation science strategies to deliver technical assistance

HealthySteps Professional Development:

Lead the ABCD HS team to:

- Develop customized TA plans for HS sites, based on their annual site visit and other qualitative/quantitative data
- Provide customized TA to HS sites, based on individual site needs

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- Support HS sites in connecting with other early childhood agencies in their communities
- Train HS sites in best practices for making referrals to early intervention, preschool special education, and other early childhood partners
- Support early childhood community partners in connecting with one another and with HealthySteps sites by facilitating systems building conversations in communities where HS exists or could exist.
- Support HS sites in their family engagement efforts
- Support HS sites in implementing new protocols to align with National Office requirements
- Support HS sites in understanding their data, and implementing data-based improvements
- Support practices in identifying gaps in their child- and family-level screening and referral processes
- Provide reflective technical assistance to clinics to support quality implementation and sustainability.

Data and Evaluation Oversight

- Ensure execution of ABCD's program-wide evaluation plan
- Oversee data collection and data quality
- Manage collaboration with external evaluation entities
- Support staff in reflecting on data and making data-informed decisions and recommendations to partners

Required Skills/Experience:

- Experience managing and/or providing reflective supervision to individuals and/or teams
- Experience developing and implementing strategic plans and/or other internal roadmaps or project plans
- Experience using child, parent and family screening tools in a clinical environment
- Experience providing training and technical assistance to adult learners, including early childhood and/or pediatric professionals.
- Excellent Microsoft Office and Google skills
- Excellent oral and written communication skills, including grant writing
- Experience with data collection and/or reporting
- Demonstrated abilities to take initiative and work well independently

Preferred Skills/Experience:

- Experience working in a pediatric or family practice environment
- Familiarity with Colorado's Early Intervention and Child Find systems
- Quality Improvement facilitation experience
- Managing or supervising culturally and/or linguistically diverse individuals and/or teams

Required Education:

Master's Degree in a related field

Physical Demands: The physical demands 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. While performing the duties of this job, the employee is regularly required to sit and talk or

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hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment: ABCD is a hybrid work environment, with staff working predominantly remotely. Generally, there are 2-4 required days per month for in person staff meetings, staff retreats, or other critical team-based work. The Program Director would work with the Executive Director and direct reports to determine the frequency of in-person activities. All staff are awarded a quarterly remote work stipend to maintain an appropriate home office, including stable internet, etc.

Professional Development: ABCD is dedicated to professional development for all staff, including regular opportunities for training and coaching and attendance to applicable conferences and workshops. ABCD currently has a focus on professional development related to diversity, equity, and inclusion and will expect the Program Director to actively participate in and support any DEI activities and/or professional development.

Documentation: Candidate must have a valid Colorado Driver's License, reliable vehicle, and proof of Colorado auto insurance. Employees must be able to pass a comprehensive background check and provide evidence of COVID-19 vaccination.

Start Date:

Employment: 1.0 Full Time

Salary: \$90,000-\$100,000 based on related education and experience

Benefits: Medical/Dental/Vision/Life Insurance/Short- and Long-Term Disability/Telehealth/LifeLock/401k plus Paid time off benefits (holiday, sick, vacation).

Please send your resume and cover letter by Friday May 19, 2023, to Eileen Auer Bennett, ABCD Executive Director eileen@coloradoabcd.org

Assuring Better Health and Development (ABCD) is a project of the Colorado Nonprofit Development Center (CNDC) and all employees are CNDC employees. CNDC is dedicated to equal employment opportunities in any term, condition, or privilege of employment. CNDC prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law. This policy applies to all employees including managers, supervisors, co-workers.