



Job Description: Director of Early Brain Development

The purpose or mission of the Stateline Community Foundation is to promote the betterment of the Stateline Community and the enhancement of the quality of life for all of its citizens. SCF is a tax-exempt nonprofit organization supported by the public and through philanthropy, empowering and strengthening existing community resources by providing an easy and effective vehicle for people to achieve their charitable dream, whatever it may be. We keep a finger on the pulse of the community and address issues with high-impact and thoughtful philanthropy. We open the door for people to come together to address pressing matters, share creative ideas, and develop innovative programs. Since 1986, SCF has been building our community by connecting people, resources, and a vision for a better tomorrow!

Inspired by the fact that 90% of brain growth happens in the first five years of life, 80% in the first three years, The Basics was chosen to provide the Foundation's Literacy for Life Initiative with a rubric to support its efforts to promote early childhood brain development and literacy in the Stateline Area and Rock County. The Basics provides caregivers and parents with five evidence-based principles to weave into their daily lives. These simple actions between a caregiver and a child incorporate much of what experts have identified as important tenants to brain development.

We are seeking an entrepreneurial-minded person with experience and comprehension of system change through organizational theory, who can partner with our current and potential Pillars and Partners to develop personalized implementation plans that lead to the institutionalization of The Basics across all of our local and regional partners who believe that early childhood brain development and literacy is vitally important for the future of our children and communities.

Title: Director of Early Brain Development

Initiative: The Basics, the foundational component of the Stateline Community Foundation's Literacy for Life Initiative

Reports to: The Executive Director of the Stateline Community Foundation

Summary: To be central in the mobilization, facilitation, and implementation of The Basics across the Stateline area and Rock County

Responsibilities: Stateline Community Foundation's Literacy for Life Initiative

Through implementation of The Basics, the Director of Early Brain Development will...

1. Act as regional liaison to ensure sociological saturation between The Basics and the Stateline Community Foundation's Literacy for Life Initiative, maintaining active communication, ensuring our efforts to enroll families into The Basics remains up to date with marketing materials, community implementation tools and trainings;
2. Develop and maintain a regional awareness campaign, communications strategy and branding materials, including but not limited to: billboards, posters, flyers, brochures, etc.

3. Further develop and maintain Literacy for Life Initiative's Pillar and Partner network;
4. Recruit and support multiple Partner organizations involvement:
 - a. Manage train the trainer initiatives;
 - b. Develop participation in Basic Insight text messaging;
 - c. Manage supply and material orders;
5. Partner with the Studer Institute on tracking, research, and new strategies;
6. Co-facilitate the Literacy for Life Initiatives' Rudder group;
7. Attend all Literacy for Life monthly partner and Rudder group meetings and present out on The Basics implementation updates and progress.

Director Implementation:

1. Identify and cultivate necessary relationships within current and new partner organizations to develop a comprehensive implementation plan personalized to the partner organization's mission;
2. Create an implementation continuum beginning with professional development and leading towards institutionalization;
3. In coordination with partner organization facilitators, identify implementation teams;
4. Develop a 1-year personalized implementation plan including, pilots, budget, communication strategy, assessment, coaching, fine-tuning and evaluation benchmarks;
5. Facilitate ordering of all necessary Basics tools and support materials to partner organizations;
6. Facilitate partner organization transition and sustainability plan, including benchmark support check-ins and on-going assessment and progress reports shared on the Literacy for Life Initiative's website.

Requirements:

- Bachelor's Degree;
- Preferred 5-7 years of experience in service-related fields;
- Desire and ability to work in diverse communities, across sectors and systems;
- Passion for early childhood brain development and healthy families;
- Access to a registered, adequately insured vehicle and willingness to travel for site visits.

Knowledge, skills, and abilities:

- Community organizing or marketing knowledge;
- Project management utilizing strength and asset-based approaches;
- Excellent verbal and communication skills;
- Computer literate and experience in working with MS Office applications;
- Work effectively with and motivate constituencies in a culturally diverse community, furthermore, ability to transfer those skills and insights to organizational partner leaders;
- Oversee written communications, including preparation of evaluations and reports;

- Maintain email database and eNewsletters for subscribers and partner organizations;
- Proficient literacy in Spanish in addition to English a plus;
- Establishing and sustaining effective working relationships with staff members of a wide variety of agencies and institutions;
- Promote individual-level and interagency collaboration;
- Interpersonal communication including the ability to respond warmly and sensitively to youth, families, staff, and other persons of diverse experiential, educational, cultural, and socio-economic backgrounds;
- Identify, organize, prioritize, and follow through on the multiple responsibilities associated with the job;
- Respect confidentiality and conflicts of interest policies;
- Take initiative and be resourceful;
- Conduct normal duties without close supervision.

Salary & Compensation: **\$70,000 – \$90,000 based on experience + benefits**
(Simple IRA, mileage, optional insurance)

Applicants: As part of your application on [Indeed](#), please submit a letter of introduction/interest and qualifications along with your CV, including a list of 4 references by **December 14, 2022**.