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Director of External Affairs, Child Care Resource Center (CCRC)

The NYC Child Care Resource Center (CCRC) Consortium (hereafter “the Consortium”) is the first and largest multilingual shared-leadership collaboration in the child care and family services field. We educate policymakers, train and support child care providers, and empower parents and caregivers to access quality child care. The Consortium seeks a Director of External Affairs to promote learnings and impacts, cultivate strategic relationships, and represent the Consortium in the public arena.

The Consortium

The Child Development Support Corporation, the Chinese-American Planning Council, the Committee for Hispanic Children and Families, and the Day Care Council of New York are the four independent not-for-profit organizations that comprise the Consortium. Together, they provide comprehensive services to children, families, and child care providers across New York City’s five boroughs. Each organization brings unique expertise, including targeted efforts in Latino, Haitian, and Asian communities, outreach to employers and unions, participation in public policy advocacy, and a deep understanding of the complexities of the child care and early education systems in New York City.

Over the last 26 years, we have diligently worked to improve and enhance our services. At this critical juncture, the Consortium seeks to expand its reach and influence and will look to the Director of External Affairs to take the lead. The ideal candidate is passionate about early childhood education and child care, resourceful, strategic, and agile. They will have demonstrated leadership and customer relationship management experience, the ability to deal with highly confidential information, and be proficient at drafting reports, decks, presentations, and dashboards for internal and external purposes.

Description of Role

As the Consortium’s Director of External Affairs, you will play a pivotal role in leading our external relations and advocacy efforts. You will be responsible for enhancing the organization’s visibility, influencing public policy, and securing resources to advance our mission.

While the position is housed at the Day Care Council of New York, the Director of External Affairs will collaborate with the Consortium's four executive directors, CCRC Directors, and their teams. Under the guidance of the executive directors, they will be the spokesperson for the Consortium to increase our visibility.

The ideal candidate excels in consensus-building leadership, effectively managing relationships with senior leaders to achieve unified decisions. They possess strong influencing and persuasion skills, strategic communication, and the ability to navigate complex interpersonal dynamics with diplomacy and tact. Their problem-solving and conflict-resolution skills, combined with emotional intelligence, resilience, and patience, enable them to foster an environment of mutual respect and collaboration. This candidate builds credibility and trust through transparency, integrity, and consistent delivery on commitments, ensuring the successful alignment of diverse perspectives toward common organizational goals.

Responsibilities and Priorities

While the role will evolve, immediate responsibilities include:

- Serve as a spokesperson for the Consortium including meeting with partners, funders, and government agencies.
- Meeting with legislators to position the Consortium and take a more visible leadership role on early care and education issues.
- In partnership with Consortium policy teams, educate stakeholders and prepare op-eds, briefs, and case statements.
- Coordinate with the Consortium marketing and policy teams to develop and disseminate public materials such as policy statements, annual reports, news releases, blogs/op-eds, etc.
- Leverage research, evaluations, and lessons learned from Consortium's program services to raise additional funds for expanded services.
- Collaborate with the Consortium's development staff to identify and pursue funding sources and grant opportunities for support.

Mandatory Qualifications

- Minimum of five years of experience with early childhood education, human services, nonprofit organizations, and/or philanthropic sector.
- Proven familiarity with New York City and State government in the education and human services fields.
- In-depth understanding of the early childhood education landscape, including key issues, challenges, and opportunities.
- Minimum of five years of project management experience.

- Excellent interpersonal and relationship-building skills with a record of working collaboratively with diverse stakeholders, including government agencies, community organizations, and funders.
- Ability to manage multiple projects simultaneously and work under tight deadlines.
- Proficiency in using digital communication tools and social media platforms for advocacy and public relations purposes.
- High level of integrity, professionalism, and accountability.
- Strong strategic thinking and problem-solving skills.
- Strong written and verbal communication skills, including the ability to craft compelling messages for diverse audiences.
- Bachelor's degree in related field.
- Bilingual, preferred.

Employment Period: Permanent full-time, exempt position

Hours per Week: 35 hours per week

Salary: \$110,000

Benefits: Eligible for benefits package offered to full-time staff

While DCCNY currently offers a hybrid work arrangement, this position may require up to five days in the office and regular in-person engagements with the public. This position will be based at our midtown Manhattan office but will spend time at all four organizations and in the field.

DCCNY caps salaries at the stated range maximum to demonstrate our commitment to pay equity. All offers of employment are contingent upon completing a background check, including verification of social security number, criminal record, and educational history.

Application Instructions

To apply, please submit a cover letter and resume to **employment@dccnyinc.org**. Please state the position in the subject line. We are hiring on a rolling basis and encourage interested applicants to apply as early as possible. **No calls or recruiters, please.**

The Day Care Council of New York is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations, and communities to apply.