

Start Date: TBD	Position Category: Full-Time
Location: Flexible, with Preference for Locations Close to New York City/Tri-State Area	Travel Expectations: up to 30% travel may be expected once safe travel resumes.
Salary: Commensurate with experience	Additional Information: this is a grant funded position and is contingent upon securing funds.

Introduction

Bank Street College of Education is a leader in progressive education, a pioneer in understanding how children learn and grow, and a national advocate for children and their families. The [Bank Street Education Center](#) disrupts inequity through system-level change to help design better educational experiences for both children and adults. Through both policy and practice we work in partnership with communities, early childhood education and care organizations, school systems, state and local governments and higher education organizations to address the challenges currently hindering effective and equitable teaching and learning for all.

To support those efforts, the Education Center is launching the ***Early Childhood Policy Fellowship***, a hands-on 12-month fellowship targeted towards early childhood systems leaders who identify as Black, Indigenous, or People of Color (BIPOC) at the state, county, and city levels, including administrators or managers in state early childhood agencies, as well as legislative aides and advisors. Read more [here](#).

To lead the development and implementation of this inaugural project, Bank Street is seeking a Program Director, Early Childhood Policy Fellowship.

Key relationships:

The Program Director will report directly to the Associate Vice President, Bank Street Education Center and collaborate with a range of internal stakeholders to implement and integrate the project.

Responsibilities:

Under the supervision of the Associate Vice President, the Director will bring their insight, expertise and focus to lead the design, start-up and ongoing implementation of the Early Childhood Policy Fellowship Program. They will be responsible for ensuring that goals, objectives and all elements of the supporting grant are accomplished within the prescribed time frame and funding parameters. This includes organizing the Fellowship Advisory Committee, recruiting fellows, designing and executing the Fellowship curriculum, providing coaching support to fellows in collaboration with part-time and consulting staff, overseeing all logistics, and planning for program sustainability.

Design and Implement Fellowship Curriculum

- Lead the content design of the Fellowship, craft syllabi, and lead all professional learning sessions as the main Fellowship instructor.

- Design Fellowship curriculum that balances the Education Center's [Learning Starts At Birth \(LSAB\) reform agenda](#) for ECE system quality with responsiveness to Fellows' unique priorities for deepened capacity.
- Identify and secure expert consultants to supplement curriculum instruction as needed.

Design and Implement Recruitment Strategy to Attract Fellows

- Design and operate a Fellowship selection process that considers diversity both in terms of race/ethnicity/gender, diverse regional representation, job roles of the fellows, and the scope and scale of selected capstone projects.
- Create an effective nomination and wide-reaching recruitment process to achieve a balanced and dynamic set of fellows that represent state, county and city/local level early childhood administrators, state/congressional legislative aides and other leaders in the field.
- Work with LSAB team and internal communications team to establish a social media presence and other relevant communications (press releases, blog posts, etc.) that will assist with recruitment and serve to promote and raise awareness about the work of the Fellows.

Convene and Manage Fellowship Advisory Committee

- Establish, plan, and implement quarterly convening of a multidisciplinary Fellowship Advisory Committee that includes Bank Street staff, various early childhood policy professionals, and eventually current fellows, to advise on the development and refinement of the Fellowship curriculum.
- Lead and manage all Advisory discussions and synthesize recommendations, applying recommendations to curriculum design, refinement and implementation.

Provide Coaching to Fellowship Participants

- Lead monthly virtual group coaching to Fellowship participants that is aligned with Bank Street's coaching model, which prioritizes the building of trusting relationships, deep knowledge of development and lived experiences, and a strengths-based approach that respects the environment and context.
- Provide real-time support and feedback for capstone projects as Fellows apply lessons and problem solve in their daily work to ensure capstone project completion
- Identify, secure, and match external ECE policy consultant coaches with specific expertise in capstone project topics as needed.

Managerial Leadership for the Fellowship

- Establish systems for, and oversee successful execution of, all logistics for the fellowship and related events in collaboration with support staff

Sustainability & Strategy

- Develop a growth and sustainability plan for the Fellowship over time. Engage with Bank Street's development staff to help source, identify, cultivate and secure new investments to sustain the Early Childhood Policy Fellowship.
- Contribute and share insights about the trajectory of the project with a range of stakeholders including funders, Education Center staff, and other internal college stakeholders (e.g., Graduate School faculty).
- Recognize and solve potential problems, and develop methods for evaluating project/program effectiveness that are in accordance with grant deliverables, inform continuous quality improvement, and refine the Fellowship design over time.
- Write grants, meet with donors and support ongoing fundraising efforts.

- Potentially write and publish documentation of Fellowship lessons learned, summary accomplishments and other related content.

Qualifications:

- Passion and commitment for strengthening early childhood education policy and systems to foster developmentally meaningful learning experiences and achieve more equitable and just outcomes
- At least 7-10 years experience in education policy, systems leadership, higher education or other related work
- Knowledge of national and state early childhood policy and systems
- Demonstrated experience providing professional learning with facilitation that reflects a strong understanding of adult development
- Exceptional organizational and project management skills and excellent attention to detail
- Demonstrated ability to design and manage complex projects and flexibility in an ambiguous, fast-paced environment of quickly changing priorities and tight deadlines
- Demonstrated ability to collaborate with a range of internal, external partners and funders and to work effectively with others at varying levels of an organization
- Experience hiring and managing consultants and staff and building a diverse team
- Commitment to building and maintaining a strong, diverse, inclusive and collaborative team culture, and listening to and elevating marginalized voices internally and externally
- Excellent presentation and interpersonal skills that resonate with audiences of different backgrounds
- The ability to communicate persuasively, concisely, and unambiguously in writing and through presentation
- Comfort with the suite of Google applications

Preferred Qualifications:

- State or local policy leader experience in early care and education
- Knowledge and experience with early childhood workforce issues
- M.A. degree in education, public policy or related field

Commitment to Diversity, Equity & Inclusion

The Education Center is committed to altering current practices, perspectives and policies to promote equitable learning outcomes for all children, youth, and educators. We believe that differences in backgrounds, in experiences, in perspectives and in identities lead to stronger organizations and more effective policy ideas and practice. We value diversity across multiple dimensions including, but not limited to: race, color, ethnicity, socioeconomic status, gender, sexual orientation, gender identity, religious belief, disability status and age. We commit to the ongoing work of strengthening our personal, professional and organizational practices to fully realize these values and seek this same commitment in our hiring.

Salary Range: Commensurate with experience

Additional Information:

- Please apply online by submitting a cover letter and resume for the position to Emily Sharrock at esharrock@bankstreet.edu. In August you can also apply online in the “Job Opportunities” section under the “About” tab on Bank Street’s website: <https://www.bankstreet.edu/administrative-offices/human-resources/job-opportunities/>
- Please address cover letters to:

Emily Sharrock
Associate Vice President, Bank Street Education Center
Bank Street College
610 West 112th Street
New York, NY 10025

- Please include where you came across this job posting in your cover letter.

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