

# Early Childhood Provider Council

## [Position Title: Executive Director](#)

### [Overview](#)

The Early Childhood Provider Council is seeking a dynamic and entrepreneurial Executive Director (ED). The ED will serve as the founding leader of the Provider Council, reporting to the Board of Directors and guiding the transition from fiscal sponsorship to an independent nonprofit. The ED is responsible for implementing the organization's strategic plan, growing membership and revenue, building systems and processes across operations, and operationalizing inclusive, multi-stakeholder decision-making. This is a unique opportunity for a visionary, collaborative leader to build a values-aligned, equity-driven infrastructure in early childhood education.

### [About the Company](#)

The Early Childhood Provider Council is in the process of establishing itself as a newly incorporated 501(c)(3) nonprofit rooted in a shared services and multi-stakeholder governance model operating under the fiscal sponsorship of Children First. We unify the early childhood education (ECE) sector to strengthen communities and support economic growth in Philadelphia. With a commitment to racial equity and quality improvement, the Council serves a membership of over 50 independent ECE providers of color. We advocate for inclusive policy, equitable quality standards, and operational supports for providers through a shared service model.

### [Candidate Profile](#)

The ideal candidate is a strategic and dynamic leader with a proven track record of effectively leading organizations. Competitive candidates will be adept at cultivating a collaborative and entrepreneurial approach to team building, based on multi-stakeholder decision-making and a cooperative shared services business model.

### *Required Skills & Experience*

- A history of dynamic and successful senior leadership and a strong knowledge of the early childhood community in Philadelphia.
- Experience launching a new nonprofit organization with expertise in managing a shared services business model.
- The ability to lead in a changing environment and build organizations, with a focus on system building, equity, and transparency.

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- A strong fiduciary sensibility, including experience with budgeting, development, and fundraising strategies.
- A collaborative work ethic and proven ability to foster effective partnerships across diverse stakeholders.
- Experience with fundraising, program development, and innovation in early childhood education.

## Key Duties

The ED is responsible for implementing the organization's strategic plan, growing membership and revenue, building systems and processes across operations, and operationalizing inclusive, multi-stakeholder decision-making processes/ This position supervises a part time Administrative Assistant and is expected to manage additional staff as the organization grows. The ED works closely with the Board, staff, and members to develop and maintain the highest level of quality in the services, programs, and the systems that power the Council. Responsibilities include:

- Provide executive leadership and oversight of all operations.
- Ensure compliance with nonprofit law and general nonprofit management best practices.
- Develop and diversify the membership portfolio, balancing equity and inclusion with financial sustainability.
- Cultivate funding sources and raise money through grantwriting and donor solicitation.
- Work with Board leadership on developing the annual budget, strategic plan, policy, practices, and the organization as a whole.
- Hire, supervise and collaborate with senior leadership positions, as well as the staff team.
- Lead the team in overall program development and delivery.
- Oversee overall membership development and the financial health and growth of the provider council
- Represent the organization to peer leaders in the public and private sectors.
- Work with the provider council on program development and innovation
- Ensure transparency, equity, accountability, and quality of delivery in all service areas.
- Cultivate a strong knowledge of trends and best practices in early childhood management and share this knowledge across the organization.

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## Additional Qualifications

Bachelor's degree or higher and 8–10 years in senior management within the early childhood sector.

A strong background in Trauma-informed Practices, specifically:

- Advanced knowledge and experience with trauma-informed practices, including the ability to develop and implement trauma-informed organizational policies and procedures.
- Demonstrated understanding of the principles of trauma-informed care and its application in organizational settings.
- Proven ability to lead and support the development of a trauma-informed culture within an organization.

## Additional Information

The ED will oversee the Provider Council under the fiscal sponsorship of Children First. Upon accepting the position, the Board of the Provider Council will work with the ED to develop a clear set of job expectations for the first year of the position. The ED position will be overseen by the Board of Directors of the Provider Council. The ED will operate on a probationary period for the first 90 days. They will have an initial review six months after their start date, and an annual performance review at their one-year anniversary.

This is a hybrid position, with periodic travel throughout the region and some work outside of traditional business hours required. The hybrid arrangement may change at the end of the Provider Council's current grant cycle and/or when the organization establishes office space.

## Equal Opportunity Statement

Children First is an Equal Opportunity Employer and does not discriminate on the basis of race, age, creed, gender, or sexual identity.

**Pay & Benefits:** \$85,000 a year, in addition to a stipend to cover health benefits.

**Apply:** Resume and cover letter, with the job position in the email subject line to [info@childrenfirstpa.org](mailto:info@childrenfirstpa.org).