

Senior Program Officer, Early Childhood Education

Robins Foundation (The Foundation), a Richmond-based private family foundation, is committed to harnessing its resources to make advances in early childhood education and foster dynamic communities across the Richmond metropolitan area.

About You

We need a passionate, creative, and forward-thinking colleague with deep understanding of early childhood education/child care policy and programming, and the associated network of resources and infrastructure in both the Greater Richmond region and state of Virginia. Do you want to help create a thriving region where all children and families have access to affordable, high-quality early care and education? Do you possess a strong background in early childhood education policy and/or programming, systems-building, advocacy and/or learning and evaluation? Are you excited to create and nurture strong community engagement, and foster collaboration between community stakeholders such as peer funders, community groups/residents, government agencies, and nonprofit organizations? Do you thrive in a lean, intense, results-oriented environment where you can build relationships using keen interpersonal and cultural competence? If so, we'd love to hear from you!

Key Areas of Responsibility include Grant Making, Community Engagement, Systems Building, Philanthropic Leadership, Advocacy & Policy, and Learning and Evaluation

Qualifications

Reporting to the Foundation's CEO, the Senior Program Officer, Early Childhood Education, will be an experienced professional with a deep academic, policy, and/or programmatic background in early childhood education and demonstrated success in policy/advocacy, community engagement, cross-sector collaboration, and learning and evaluation.

Candidates should have a clear understanding of the nonprofit business model and an ability to assess strengths and opportunities of key nonprofit business areas such as finance, management, program evaluation, fundraising/development and governance. Candidates should be detail-oriented with strong organizational skills, able to set priorities and work in a self-directed fashion, and willing and able to think outside the box and contribute new ideas and solutions.

Candidates must share an unyielding belief that all children and families, especially those from historically disenfranchised communities, deserve a chance to flourish. They must be flexible, team players requiring minimal supervision and approaching work with a solution-oriented view. Judgment, integrity, and a sense of humor are traits that are particularly important in an organization of the Foundation's size, where teamwork is essential to effectiveness.

Experience and Education

- Bachelor's degree in related field is required, with 8+ years of relevant experience and expertise in early childhood education policy, advocacy, research and/or practice. Private foundation, nonprofit, or other philanthropic experience a plus.
- Ability to manage several competing demands and priorities simultaneously while delivering results in a timely fashion.
- Knowledgeable of the multiple, inter-connected facets of the Greater Richmond region.

- Superb written and oral communication skills, ability to connect with and develop relationships with diverse populations and personalities required.
- Demonstrated ability to work effectively, efficiently and diplomatically in a collaborative, diverse work environment that emphasizes inclusive values and practices.
- Willingness and flexibility to work some evening hours and occasional weekend hours.

Compensation and Benefits

Compensation includes a competitive base salary and an excellent package of health, retirement savings and other benefits.

To Apply

We recognize that no one individual, particularly those in underrepresented groups, is likely to possess all these qualifications, so please apply if you feel passionately about this role and believe you have many of the requisite skills and experience. To apply, please submit a cover letter, including compensation requirements, and resume to recruiting@inspiringhr.com