

Marshall County

Early Childhood

COALITION

Marshall County Early Childhood Coalition Coordinator

Location: Marshall County, Indiana

Project Scope:

The Marshall County Early Childhood Coalition Coordinator (the “Coordinator”) is responsible for managing day-to-day operations and activities of the Marshall County Early Childhood Coalition (the “Coalition”), including identifying and developing viable investor partners and sustaining collaborative community partners. The Coordinator ensures carrying out the mission, goals and objectives of the Coalition, serving as the Coalition spokesperson.

The Coordinator performs duties in a standard office environment and maintains frequent contacts with the United Way of Marshall County Executive Director. The Coordinator ensures effective communications, both orally and in writing, with the members of the Marshall County Early Childhood Coalition’s Steering Committee (the “Steering Committee”) and Coalition members. The Coordinator plans and facilitates the scheduled Coalition meetings, with input from the Steering Committee. The Coordinator is expected to learn and become familiar with the pulse of the community in regards to the status of early education and identify opportunities to promote and market the vital importance of early education. The Coordinator works to ensure that the residents of Marshall County recognize and support the vital importance of early education for all children.

Responsibilities and Deliverables

- Works in collaboration with state and regional early childhood stakeholders, the Coalition’s Steering Committee and Coalition members; manages effective communications and fosters positive relations with state and regional early childhood stakeholders, the Coalition Steering Committee, Coalition members, and investor partners to create a sustainable Coalition infrastructure that focuses on management of collaborative programming and community education
- Researches and develops in collaboration with the Steering Committee the Coalition’s programmatic goals and strategies.
- Manages collection, evaluation, and dissemination of data related to the Coalition’s goals; uses the data to evaluate the success of efforts, suggests activities that would further Coalition goals, and determines additional areas for collaboration.

- With input from United Way of Marshall County, ensures that sound financial, operational and administrative policies and controls are in place.
- With leadership from United Way of Marshall County and Steering Committee, establishes and executes fundraising goals; maintains and diversifies funding streams to ensure a balanced and increasing budget.
- Actively engages in public relations and seeks viable partners to create marketing materials.
- Facilitates monthly Coalition and Steering Committee meetings and prepares necessary documents relative to the discussions.

Deliverables (or KPI's)

- Create a sustainable Coalition infrastructure as well as all committee and organizational processes.
- Develop and deliver collaborative programming and community education as evidenced by the number of programs or educational events held and number of people in attendance.
- Identify opportunities, promote, and market the vital importance of early education as evidenced by number of presentations made.
- Provide direction and management of strategic planning and goal setting.
- Identify and develop viable investor partners as evidenced by number of partners and sustainability of program.
- Manage collection, evaluation, improvement opportunities and dissemination of data related to the Coalition's goals.
- Establish and execute fundraising goals as evidenced by diversified funding streams ensuring a balanced budget and sustainability