

**PROJECT MANAGER:  
Early Childhood Pipeline Partnership**

The New York City Early Childhood Professional Development Institute (PDI) and The Center for Early Childhood Professionals (ECP) at Bank Street College have come together to determine the level of intensity required to make and sustain change in early childhood programs serving young black children in high need, at-risk, and underserved neighborhoods. This project was designed at the request of the Pipeline Crisis group when it became clear that focusing on excellence in early childhood delivery systems makes a significant impact in lifelong development. The Early Childhood Pipeline Partnership has selected East New York as its first site, based on a study that found the dramatic needs this community presents.

**Position Description:** The Project Manager is responsible for managing, supporting, and contributing to the development of the Pipeline Project in a designated community and providing strategic support to all aspects of the successful project. The Project Manager will focus on establishing a relationship with the community, programs, and schools, will work with the leadership to develop a responsive work plan based on a thorough assessment of the strengths and areas of opportunity that results in the preliminary activities of the project, and then implement that work plan. The incumbent will work with the leadership team, a family support agency, the Department of Education, the Administration for Children's Services, the United Way of New York City and other community-based organizations to insure synergy in service delivery. The Project Manager oversees a small capable staff and works as a member of a strong, dynamic leadership team.

**Duties and Responsibilities:**

- Provide strategic direction in all aspects of the components of the project.
- Lead a team in the design, implementation and presentation of program improvement activities including professional development opportunities and related activities to both the school leaders, the classroom staff, and other individuals as opportunities arise.
- Oversee the organizational commitment to making outreach sessions successful, with attention to event management, hospitality, etc.
- Establish and maintain relationships with administrators, cultural, educational, and arts organizations to expand and enrich services made available to providers.
- Continuously assess training and professional development opportunities and plan to coordinate existing resources as well as create new resources.
- Develop and manage a tracking system for all program improvement work.
- Create pathways and support systems for non-traditional professional development needs.
- Provide dynamic and collaborative direction to the development and piloting of new projects as they become appropriate for inclusion in the project's work.
- Write reports and other materials as needed.
- Other duties as assigned by the Leadership Team.

**Qualifications:**

- Master's degree in Early Childhood Education or in a relevant field of study.
- Five years experience in early childhood education (and/or public policy with a focus on education) or a comparable field of work.
- Demonstrated ability to work with government agencies, institutions of higher education, and community-based organizations.
- Excellent oral and written communication skills.
- Excellent analytical, organizational, and management skills.
- Experience working collaboratively and flexibly and enthusiasm for multi-tasking.
- Candidate of color are urged to apply.

Salary range: \$58,000 - \$68,000