



**Office of Early Learning
Consultancy Announcement for the Commission on Early Education and the Economy
Spring 2013**

Overview: The Delaware Office of Early Learning (OEL) is seeking a half-time consultant (20 hours of work each week) to serve as the lead staff for the establishment and staffing of the Delaware Business Roundtable's Commission on Early Education and the Economy. This Commission will serve as the state's leading business voice in support of state-level public investment in effective early learning programs. The Office of Early Learning is responsible for staffing this new Commission of the Roundtable, as part of its ongoing community engagement and sustainability work for early learning and child development.

About the work: The goal of this work is to increase the number of activist senior business leaders who are knowledgeable about the case for investment in early learning and actively support improvements in public sector investment. The Commission on Early Education and the Economy will coordinate a broad statewide coalition of business leaders in support of early childhood initiatives (birth through 8 years old). Specifically it will:

- Deepen the number of leaders who support public investment and advocate in support of the further development of early learning policies and systems building.
- Serve as credible and effective communicators around the economic development argument for investing in early childhood.

Through this coalition, we seek to create a permanent community of supporters that will extend beyond the Early Learning Challenge initiative and become a lasting coalition of community leaders.

About the Consultant: The goal of this position is to coordinate and recruit business leaders from throughout Delaware to support public investment in early childhood initiatives and to support the formation and successful implementation of public-private partnerships across program sectors. The essential functions of this position include, but are not limited to, the following fundamental duties:

- Establish and staff the Commission for Early Education and the Economy to advocate for increased investments in high quality early education in Delaware;
- Recruit new members each project year;
- Through the Commission provide content-based meetings and briefings to business leaders to increase their interest in early childhood initiatives;
- Build the capacity of the Commission membership to increase legislative awareness and support of OEL's initiatives;
- Assist business leaders in advocating and promoting early childhood programs to other business leaders and state legislators; and
- Perform other job related duties as assigned.

The consultant will serve as the dedicated staff person for the Commission. This individual will play the lead role for accomplishing the following goals in 2013:

- 1) Recruit 25 individuals from throughout the state of Delaware to actively participate in the Commission.

- 2) Ensure 100% of these individuals take at least one action to help inform and educate elected officials about the value of early learning, the state's early learning priorities, and their support for public investment in early learning. Actions might include a letter to the editor, an op-ed piece, a meeting with a legislators, etc.
- 3) Coordinate one state legislative briefing by the new Commission, likely to take place during the early 2014 legislative session.
- 4) Have at least 50% of those recruited to participate in a site visit showcasing a quality early learning program participating in Delaware Stars.

This position requires an individual with demonstrated skills and abilities whose performance will include, at the least:

- Support for a start-up endeavor, which requires strong organizational skills as well as the willingness to invent and innovate and a strong drive to succeed;
- Development and formation of positive, productive relationships with senior business leaders;
- Provision of clear, concise information, motivation, and support to business leaders that allows them to be credible and effective spokespeople and advocates for early learning;
- Use of superior verbal and written communications skills;
- Ability to organize the Commission and work with its members on both an individual and group basis;
- Facilitate communication between business leaders and Delaware's elected officials and other influential leaders;
- Working knowledge of communication and policy strategies for early childhood, building on the vision, policies and strategies adopted by Delaware and being advanced by the Office of Early Learning; and
- Strong commitment to productive partnerships with the Commission members as well as the key partners in this endeavor, which include the Office of Early Learning; the Director of Public-Private Partnerships for the DE Department of Education, and the Rodel Foundation, as well as the Commission and the members.

We believe the following qualifications will be critical in order for the individual to accomplish this role:

- Master's degree or equivalent in early childhood education, public administration, or business.
- Proven experience in raising visibility and profile of an issue and ability to identify and effectively influence target audience.
- Knowledge and experience in community outreach and public policy field.
- Ability to work collaboratively and communicate effectively with leaders in business, philanthropy, local communities, government and the early care and education community
- Preferred experience in the field of early learning with experience in partnership work and administration.
- Exceptional writing and organizational skills.

About the Office of Early Learning: The Office of Early Learning, established in 2012, leads Delaware's strategic priorities to improve its early learning and child development services and systems for young children. The focus is on systems building for early learning and child development for children with

high needs in order to improve children's outcomes and readiness for school. Significant resources to support this work are being provided to the State of Delaware through the Early Learning Challenge, a competitive initiative of the U.S. Departments of Education and Health and Human Services. The Office has four goals, which include:

- Driving system-wide improvement through Delaware Stars, the quality-rating and improvement program for early learning, seeking to increase the numbers of programs and children participating, and moving programs to high levels of quality;
- Aligning the early learning and the K-12 systems to better support children's school readiness;
- Addressing the health and development of the whole child; and
- Supporting a strong community of informed advocates and leaders for quality early learning, including families, community members, and business leaders.

This consultant will report to the Executive Director, Office of Early Learning, and work cooperatively with its partners, which include the Delaware Business Roundtable as well as the Rodel Foundation and the Director, Public-Private Partnerships, Delaware Department of Education.

How to Apply: To be considered for this 20 hour a week consulting position, please provide us with the following:

- 1) A cover letter, stating your interests and an overview of your strengths and interests in the position and how your qualifications and experience relate to this Announcement;
- 2) Your resume;
- 3) Your compensation requirements;
- 4) Names and contact information for three references;
- 5) A writing sample.

Please provide these materials to Harriet Dichter, Executive Director, Office of Early Learning, Carvel Building, 820 North French Street, Wilmington DE 19801; you may also provide the information by emailing Harriet.Dichter@state.de.us.