



Consultant Scope of Work

Chicago Early Childhood Workforce Partnership Convener

The Chicago Early Childhood Workforce Partnership is a group of early childhood employers who seek to build the best early childhood workforce in the US - marked by quality, diversity, and equity.

A thriving early childhood workforce is needed for children and families to receive services, for educators to access rewarding careers, for organizations to achieve impact, and for City industries to have strong childcare options for workers.

Our members - representing early childhood providers from Community Based Organizations, Chicago Public Schools and other publicly funded organizations - collaboratively act to elevate the early childhood profession; to attract and retain more educators; to implement systemic strategies that enhance job quality, educator development and effectiveness, and fair compensation; and to increase the impact and sustainability of organizations across our sector.

Description

Purpose: The Partnership Convener enables success of the Chicago Early Childhood Workforce Partnership by facilitating members to define shared goals and strategies, engaging broader stakeholders whose support is required for impact, and managing implementation of partnership efforts. The Convener will have the opportunity to meaningfully contribute to City-wide workforce development, early childhood education, as well as within- and cross-sector partnerships.

Parameters: This is an 18-month contracted role, requiring at least 10-20 hours per week, with potential for extension. Budgeted compensation is competitive, commensurate with experience.

Structure: The consultant will report to the Chicagoland Workforce Funder Alliance (CWFA) - a funder collaborative at the Chicago Community Trust that fosters collaboration by funders, employers, workers and other workforce stakeholders to reduce racial disparities in employment and earnings. The consultant's "client" will be the employer members of the Partnership, led by its co-chairs and steering committee. The consultant's contract will be with The Chicago Community Trust, with CWFA assigned as the Trust staff managing the contract.

CWFA Support: CWFA also facilitates consultant support for similar employer partnerships in healthcare and financial services, and will provide the ECW Partnership and its Convener with a comparable suite of services. CWFA provides its employer partnerships with access to convening supportive technology (Zoom, Constant Contact, Survey Monkey etc.), to administrative services (scheduling, meeting/vendor support), and to Communications and Development support. This arrangement frees the Convener consultant to concentrate on employer engagement and facilitation of collaboration.

Scope of Work:

- **Partnership communication and engagement.** The Convener will promote active participation in the partnership among members (i.e., ECE providers) and other critical stakeholders.
 - Build relationships with partnership members and others (e.g., policymakers, foundations, IHEs, advocates, educators, and leaders from other sectors) whose support is critical to the success of the partnership
 - Collaborating with the Funder Alliance's Communications Director, provide periodic updates to major stakeholders, including partnership members, funders, other external stakeholders, and occasionally media, as well as develop a marketing and communications plan (CWFA supports communications for all its employer partnerships).

- **Partnership facilitation.** The Convener will facilitate partnership members and additional stakeholders to build connections and define shared goals.
 - Structure and project manage the overall partnership experience
 - Facilitate providers to come to a consensus decision on partnership priorities and impact measures.
- **Project management.** The Convener will actively manage defined projects/activities that align to partnership priorities and impact measures.
 - Provide project management leadership as providers define and execute activities
 - Collect and analyze data to assess progress toward partnership goals

Desired Experience and Skills

Qualifications:

- Must have demonstrated ability to build executive-level relationships across diverse constituencies
- Must have excellent communication skills, both written and verbal
- Must have strong project management skills and proven ability to effectively drive to action
- Must be highly process-oriented and facilitative to build strong engagement and broad buy-in
- Must have interpersonal skills to navigate challenging communications about tensions in the early childhood sector and to play a neutral role amid at-times a polarizing landscape
- Must have the ability to work independently with minimal supervision
- Experience in workforce development and early childhood preferred

To Apply

Submit a resume and cover letter to Cyndi Bergstein Solitro, Communications and Program Director at Chicagoland Workforce Funder Alliance, csolitro@cct.org by **June 30, 2020**.

In your cover letter, indicate:

1. Why are you interested in the Chicago Early Childhood Workforce Partnership and the Convener role?
2. How might you define success for your first year in the Convener position?
3. What top strengths would you bring to this position?
4. What do you anticipate will be most challenging about this role, and how would you address challenges?