



Position: Director, Quality Initiative Projects| **Full-Time:** Salary Position

Culture:

Trying Together is a Pittsburgh-based nonprofit that supports the work of early childhood by providing advocacy, community resources, and professional growth opportunities for the needs and rights of children, their families, and the adults who interact with them. A fast-paced organization, Trying Together looks for dedicated and passionate staff who bring positivity to their work and a solution-oriented sensibility.

Purpose:

The Director of Quality Initiative Projects will be goal-oriented, will lead and supervise a project through completion, overseeing successful output. The Director of Quality Initiative Projects will outline the project's goals and objectives while acting as a liaison between the Quality Initiatives PD team, Director of Learning Strategies and ELRC Director of Quality Support Services/Trying Together Associate Executive Director.

Responsibilities:

- Active member of the Quality Initiatives Leadership Team to effectively respond to the needs of the field and the systems they work within.
- Strong understanding and experience with the STARS performance standards and the way in which Professional Development is an active ingredient in STARS movement and achieving quality.
- Strategize and outline the project scope and goals for each project.
- Create long and short term plans for each project, including setting targets, adhering to deadlines and allocating resources.
- Delegate tasks on the project to Quality Initiatives team members.
- Coordinate cross-project activities.
- Estimate and implement project budgets.
- Monitor multiple projects throughout the entire contract timeline.
- Manage the day to day detailed aspects of the projects.
- Coordinate and utilize resources for multiple projects.



- Manage and submit project documentation.
- Identify and manage potential risks within projects and work with the Quality Initiatives team to address.
- Track progress for all projects.
- Lead and mentor Quality Initiatives PD team members.
- Prepare and present progress and budget reports to the Associate Executive Director and Executive Director.
- Work collaboratively with the Director of Learning Development Strategy to create grant proposals as requested and develop processes and procedures in order to meet deliverables.
- Assist Quality Initiatives team members when needed to accomplish team goals.
- Meet regularly with the Quality Initiatives PD team to provide feedback and brainstorm new ideas.
- Commitment to racial equity and inclusion and a willingness to do the ongoing personal work to bring about a more just society.
- Participate in initial and on-going professional development for the purpose of growing and developing new skills.
- Promote and support the vision, mission, and goals of Trying Together. To learn more, visit www.tryingtogether.org.

Additional Knowledge, Skills and Experience

- Knowledge of local, state and national systems for early care and education.
- Willing and able to engage in honest self-reflection about progress and her/his contribution to the process.
- Ability to maintain a project timeline and monitor progress toward goals.
- Must be able to work independently and as a team member.
- Must be able to interact with others in a positive and professional manner.
- Knowledgeable in project management methodology and techniques; performance evaluation and change management principles.
- Experience with compiling and following strict budgets.
- The ability to think critically when problem solving and decision making.
- The ability to multi-task, prioritize and manage time effectively.



- Excellent written and verbal communication, interpersonal and negotiation skills.
- Acceptance of diversity and ability to work comfortably in a variety of settings.
- Ability to maintain confidentiality.
- Excellent data collection and analysis skills.
- Strong attention to detail.
- Good judgment and decision-making abilities.
- Must demonstrate enthusiasm and flexibility.

Qualifications:

- Bachelor's Degree in Early Childhood Education, Management, Leadership or related field required. Master's degree preferred.
- Five years experience in program management, project management, administration or related field.
- Intermediate to advanced computer skills, Internet and email.
- Must have a valid PA Driver's License and proof of insurance.
- PA Quality Assurance System (PQAS) certified instructor.

Required Clearances:

- Clean Act 33 Child Abuse Clearance.
- Clean Act 34 Criminal Clearance.
- Clean Act 73 FBI Clearance.
- Clean NSOR verification.

Physical Requirements:

- Ability to lift 10-20 pounds

Benefits:

- Competitive compensation and benefits package.
- Appreciative inquiry and strengths-based review process.





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412.421.3889
tryingtogether.org

Interested Applicants: Submit cover letter and resume with a minimum of three work-related references to jobs@tryingtogether.org. Phone calls will not be accepted. Posting will remain open until filled.

