



## Director of Strategy & Communications

### **Cincinnati Preschool Promise**

In November 2016 and again in 2020, voters in Cincinnati approved a Cincinnati Public Schools tax levy that funds preschool expansion. As a result, the Cincinnati Preschool Promise (CPP) was created to manage many of the processes necessary to make equitable access to high-quality preschools possible so that every Cincinnati child is prepared for kindergarten. CPP expands access by providing Tuition Assistance to families, building partnerships with Community Preschool Providers, and supporting the early childhood education workforce to sustain high-quality programs and results. After five years of progress and growth, operational excellence and strategic communications are essential to keeping the mission-driven promises made to children, families, educators, communities, and taxpayers.

### **Role Description**

CPP seeks a strategic, innovative leader committed to ensuring all Cincinnati children have a solid foundation to help them thrive. The Director of Strategy & Communications will ensure consistent, efficient operations to advance CPP's strategic initiatives toward Preschool expansion. The role will be full-time and report to the Executive Director/CEO.

### **Functions and Responsibilities**

The specific functions and responsibilities of the Director of Strategy & Communications will include, but not be limited to:

- Provides day-to-day operational leadership and support to staff that mirrors the mission and vision with the highest level of personal and professional integrity.
- Oversees, directs, and manages day-to-day business operations and internal administrative staff of the organization as assigned.
- Develops, implements, and manages operational policies and procedures.
- Manages the Communications Team, including all websites, social media platforms, annual reports, or any external-facing communications to the public.
- Partners with board committees related to communications to assist in managing expectations to meet organizational goals.
- Finds solutions to complex problems by breaking down complicated issues and communicating effectively to all key stakeholders.
- Helps manage development activity related to day-to-day operations, including financial oversight of budgets, outcomes, and reporting.
- Works with the CEO to facilitate the execution of the organization's strategic plan, including collaborating with internal staff to develop regular data and reporting strategies to communicate status and outcomes.
- Support the CEO in ensuring all programs and departments meet the short-term and long-range plans and budgets based on defined agency goals and growth objectives as determined by the Board of Managers and with collaborative input from the CEO.
- Steps in to fulfill any of the CEO's responsibilities as needed or assigned.

## **Skills**

The following skills are needed to adequately perform the Director of Strategy & Communications role described above. The requirements below represent the basic knowledge, skill, and ability required.

- An enthusiasm and passion for people and serving the mission.
- Demonstrated experience in the areas of development, fundraising, and philanthropy.
- Strong employment history that reflects leadership managing high-level operations, effective teams, and community engagement.
- Demonstrated leadership ability, confidence, and executive presence.
- A team player with strong problem-solving skills and emotional intelligence.
- Ability to gain the trust and cooperation of others, enabling effective communication of concepts and ideas.
- Outstanding interpersonal, written, and verbal communication skills and demonstrated professional and effective working relationships.
- Flexibility to attend evening and weekend meetings/events to support organizational goals and strategies.

## **Desired Qualifications**

The following qualifications are desired to perform the role of Director of Strategy & Communications as described above.

- Bachelor's degree or equivalent experience
- Finance or accounting experience
- Experience in the education space, ideally in early learning
- Extensive management or supervisory experience
- Government relations and advocacy experience
- Cultural fluency and ability to interact with people of all backgrounds
- Ability to implement and manage multiple projects at one time
- Experience handling sensitive and confidential inquiries
- Ability to work collaboratively with internal and external resources and partners
- Ability to field inquiries and manage customer relations with a high level of customer service
- Strong written, presentation, and communication skills
- Enthusiasm for the CPP mission of expanding equitable access to quality preschools
- Ability to support internal contract reviews to ensure compliance
- Experience in Microsoft Office programs (e.g., Excel, PowerPoint)

## **Compensation & Benefits**

Salary Range is \$95,000 to \$105,000 based on experience and fit to the role

Benefits include

- Affordable health, dental, life insurance, and long-term disability benefits
- Generous vacation days and paid sick days
- Opportunities for professional development
- Commitment to work-life balance

## **Application Requirements**

Please submit a cover letter, resume, writing sample, and list of references. Application package should be submitted through the United Way of Greater Cincinnati Careers [website](#).