

**9774 Early Childhood Education Program Officer**  
**Early Learning Division****About the San Francisco Department of Early Childhood**

The Department of Early Childhood (DEC) is a City and County of San Francisco Department dedicated to our young children's healthy development. As the City's largest funder of early childhood, DEC is committed to creating a system that ensures every child can thrive and learn. We provide public investment, expertise, and leadership to put resources into the hands of those who care for our City's youngest children.

DEC results from merging two existing city departments, First 5 and the Office of Early Care and Education. Both First 5 and OECE have long histories of supporting young children and families in San Francisco through early care and education innovations, family support services, and programs to support children's healthy development. They merged to expand their capacity and funding and to integrate the City's early childhood services better.

**Racial Equity Commitment**

The Department of Early Childhood condemns all forms of racism, sexism, homo/biphobia, transphobia, ableism, xenophobia, and other forms of discrimination. It affirms that all people including Black, Indigenous, and People of Color – have a right to be in our City and have a right to safe and affordable housing, neighborhoods free from pollution and violence, opportunities for educational advancement and wealth creation, healthy births, early childhoods with abundant opportunities to thrive free from the toxic effects of racism, and access to essential services such as parks, transportation, health care, and child care. The Department of Early Childhood is committed to the principles of racial equity and continues to implement new strategies to ensure that every child can learn and thrive.

**Position Description**

The Early Childhood Education (ECE) Program Officer is responsible for implementing and supporting activities that promote access to high-quality early childhood education programs. This position reports to the Access and Enrollment Manager in the Early Learning Division. The ECE Program Officer will assist with Federal, State and local policy analysis, the planning and implementation of early childhood projects and initiatives within DEC. The ECE Program Officer will have expertise in early childhood and a strong base of program design, implementation, budget management, project management, evaluation experience, and technical skills. They must demonstrate the ability to effectively manage relationships, communicate professionally,

develop community partnerships, facilitate collective problem-solving, and understand the unique responsibilities and accountabilities of representing a public funding agency.

**Examples of essential functions of this position include:**

**Systems and Partnership Level**

- Initiate and sustain collaborative partnerships and activities with DEC staff, City departments, and other early childhood stakeholders at local, regional, and state levels to ensure effective implementation of grant portfolio and promote integration with related efforts.
- Integrate and align other Early Learning and Child and Family Well-being Divisions initiatives and efforts as needed; participate in department-wide planning, resource allocation, and organizational development.
- Work with the Policy & Impact Division for internal/external research, analyze and synthesize trends and opportunities in the early learning and related fields to translate into potential opportunities for action and investment.

**Grantmaking and Support**

- Lead and manage a grant portfolio for Early Learning, which includes oversight of budget utilization, services, activities, and the performance of grantees.
- Negotiate terms and conditions for each provider partner agency grant in the assigned portfolio, including operating budgets, scopes of work, and performance metrics; support execution of final contracts in conjunction with the Finance and Operations Division, by ensuring that all required program related documents and procedures are complete.
- Monitor expenditures related to approved budgets, reimburse authorized expenses, maintain supporting documentation of related contracts and financial/budgetary analyses to ensure grants stay within scope and cost.
- Collaborate with the Finance and Operations Division and provide program to inform on mid-year and year-end budget reconciliation.
- Oversee and manage assigned partner agency grant's monitoring, compliance, and performance evaluation. This includes conducting on-site visits, supporting evaluation and data collection, tracking Key Performance Indicators/Metrics, and establishing and coordinating other methods and procedures to ensure accountability.
- Manage, support, and participate in funding, proposal review, and selection processes.
- Collect data and information and prepare various reports, memoranda, and correspondences on initiative progress and status; recommend project or program modifications to assure initiative goal attainment, high-quality implementation of services, and contract adherence.

- Coordinate child enrollment support services to key agencies and state-funded programs, including, Title 5, SFUSD , Early Head Start/Head Start and act as a liaison within the early care and education service network, which includes city-funded ECE programs, , Community-Based Organizations/family resource centers, joint funders, and other child-serving agencies.
- Provide troubleshooting, guidance, and technical support to portfolio of grantees and participating sites as needed; coordinate additional outside support.
- Convene meetings and learning exchanges between provider partner agencies to share updates and relevant information, identify and resolve issues, review program achievement, recommend needed modifications, and support continuous quality improvement.
- Collaborate with DEC Program Officers on developments, challenges, and opportunities to advance the department's program strategies; act as a liaison with community and provider partner agencies; convene and facilitate meetings between joint funding partners and collaborative funders and partner agencies as needed.
- As needed: oversee the work of external consultants; report to senior level and executive management; supervise staff.
- Participate in the RFP decision-making process by reading and scoring proposals, discussing potential funding decisions, and providing critical information about program and agency capacity, performance, and experience.
- Act as back-up for the Community Development Specialist as needed.

### **Professional Development**

- Engage in Department, unit and individual professional development and continuous learning, including participating in conferences and meetings, funder networks, and other field-building/professional development opportunities that will enhance prospects for leadership development and early learning systems building.
- In partnership with supervisor, engage in on-going learning opportunities to enhance mutual development and address strengths and professional growth possibilities.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

1. Possession of a baccalaureate degree from an accredited college or university AND three (3) years of administrative/professional experience in community development, housing development, workforce development, finance, education, social work, children/youth work, or criminal justice; OR

2. Possession of a baccalaureate degree from an accredited college or university with a major in one of the following fields: public or business administration, urban planning, government, social work, education, finance, or criminal justice AND two (2) years of administrative/professional experience in community development, housing and housing development, workforce development, finance, education, social work, children/youth work, criminal justice; OR

3. Possession of a Master's degree from an accredited college or university in public policy, planning, social work, public administration, finance, education, criminal justice, or business administration; AND one (1) year of administrative/professional experience in community development, housing and /or housing development, workforce development, finance, education, social work, children/youth work, or criminal justice; OR

4. Possession of a Juris Doctor degree from an accredited college or university AND one (1) year of administrative/professional experience in community development, housing and/or housing development, workforce development, finance, education, social work, children/youth work, or criminal justice.

**SUBSTITUTION:**

Verifiable administrative/professional experience involving community development, housing and/or housing development, workforce development, finance, education, social work, children/youth work, or criminal justice may substitute for the educational requirement in Minimum Qualification #1 on a year-for-year basis.

**Desirable Qualifications**

- Experience managing programs, budgeting processes, and staff in a complex environment. Experience in leadership and supervisory roles related to these areas is preferred.
- Strong familiarity with early care, education, and child development programs and systems.
- Graduate degree in social work, child development, education, public health, and/or public administration preferred.
- Knowledge and experience in client eligibility and enrollment process in education, health and social services, public benefits, and child welfare.
- Bilingual Chinese, Spanish, or African American Vernacular English (AAVE) preferred, but not required.

**Special Conditions****Childcare (Day Care) Program Support Experience in the following areas:**

- 1) 36 months of recent and verifiable experience in: Childcare programs at the management level, experience in providing technical assistance to non-profit agencies in site acquisitions, child care programs, board development, program administration and development, non-profit partnerships, computer systems assessment and program evaluation.