



DIRECTOR OF CHILD CARE SUBSIDY  
JOB DESCRIPTION

Job Title	<i>Director of Child Care Subsidy</i>	Division	<i>Programs</i>
FLSA Status	<i>Full-time, Exempt</i>	Reports To	<i>Chief Program Officer (CPO)</i>

### ABOUT CONNECTIONS FOR CHILDREN

Connections for Children (CFC) is a non-profit Child Care Resource and Referral agency serving child care providers, educators, and parents in the West Los Angeles and South Bay communities. For nearly 50 years, CFC has been a key community resource, empowering families and child care providers to ensure every child has access to quality early care and education. Through child care referrals, financial assistance, family engagement, and workforce development programs, CFC strengthens the link between families, providers, and the broader community, promoting the well-being and optimal development of young children. Committed to equity and excellence, CFC is a steadfast advocate for the nurturing and educational needs of all children, continually evolving to meet the changing demands of the community.

Connections for Children is focused on expanding programs to serve more people throughout our service area, while investing in staff and organizational capacity to ensure mission success. By establishing a more diverse revenue base, CFC is sustaining and growing its impact, prioritizing equity, and inclusivity in all efforts. This prioritization affirms CFC's commitment to diversity, equity, inclusion, and belonging, particularly in serving underserved populations, and positions the organization to embrace innovation and cultivate strong partnerships for the betterment of countless children and families.

### ABOUT THE POSITION

Reporting to the CPO, the Director of Child Care Subsidy ("Director") is primarily responsible for directing the implementation and ensuring specific compliance and quality of the organization's child care subsidy programs. These programs include CalWORKs for Stages 1, 2 and 3, the California Alternative Payment Program (CAPP), the Santa Monica Early Education Project. The Director may identify, recruit and manage subject matter outside consultants on an as-needed basis.

The Director is responsible for leading a team of approximately 21 staff, including three direct reports (supervisor level). The total number of staff will change with the growth of the Child Care Subsidy Department.

### ROLES AND RESPONSIBILITIES

#### Program Portfolio

1. Directs childcare subsidy programs for the agency.
2. Ensures all programs meet established and agreed upon goals and objectives.
3. Ensures all program information is included in newly created or established databases to ensure timely and accurate reporting to public entities and to others.
4. Directs the activities and results of child care programs such as CalWORKs for stages #1, #2 and #3, the Alternative Payment Program (CAPP), the Santa Monica Child Care Support Program and other Emergency Childcare programs established, as needed.



5. Identifies opportunities to enhance programs for child care subsidy programs through established and potential new program partnerships.
6. Directs all subsidy contracts including understanding all contract requirements and ensuring the organization will meet and exceed requirements that benefit children and their families.
7. Initiates and models practices to ensure child care subsidy programs quality and standards of success; directs quality improvement efforts as needed.
8. Creates and directs division budget in consultation with CPO, finance department leaders and other agency leaders.
9. Evaluates department technology needs and works with Operations Division to implement best systems practices.

#### Contract Compliance

1. Directs activities and results of program contracts, as identified in the program portfolio.
2. Maintains knowledge of Title 5 Regulations for State Funding Terms and Conditions.
3. Serve as the primary liaison between contractors and the agency to stay abreast of changes in contract terms and conditions. Oversees the implementation of these changes as they relate to department staff and the department's portfolio of services.

#### Other Leadership Responsibilities

1. Actively engages in and reports back on key stakeholder meetings which include but are not limited to meetings held by the Child Care Alliance of Los Angeles (CCALA), and California Department of Social Services (CDSS), City of Santa Monica, the Los Angeles County Department of Social Services (DPSS), and Thriving Families of California.
2. Stays informed of emerging and best practices in child care subsidy to enhance the department's portfolio of services by spearheading the addition of innovative services for families.
3. Serves as an active member of the organization's leadership team. Provides leadership and mentorship by being a role model.
4. Participate in fund development activities and community engagement activities to financially grow the agency.
5. Represent the organization in the community by attending and presenting at community and special events, conferences, workshops, etc.
6. Prepare materials for Board meetings and committee meetings, engage with Board members, as requested by the CPO.
7. Identify and support opportunities for staff development and professional growth.

#### Experience and Qualifications

1. Must be experienced in all the functions described in this job description.
2. Bachelor's degree in early care and development, education, social services field and or business, is desired. Master's degree preferred.
3. Minimum of five years' experience leading and directing a team of staff employees.
4. Minimum of three years' experience working in an alternative payment (or similar) organization.
5. Progressive leadership experience; demonstrated commitment to professional growth and development.
6. Proven ability to develop and direct staff in a manner that fosters accountability and ensures quality outcomes.



7. Experience leading government funded program contracts, managing related budgets and meeting performance metrics.
8. Excellent oral and written communication skills. Ability to speak in front of various audiences, both internal and external.
9. Comfort working with MS Office Suite, Canva, and Zoom.
10. Ability to maintain confidentiality, discretion and to practice good judgment in a changing social environment.

#### **WORKING CONDITIONS**

- Ability to work occasional evenings and weekends.
- Regular local travel for meetings and events.
- Typical of an office environment.
- Must comply with agency health and safety protocols.
- Must successfully pass a criminal background check upon hire.

#### **COMPENSATION AND BENEFITS**

This is an in-person position located in Los Angeles, CA. The salary range for the position is \$95,000 - \$102,000 depending on experience. Salary is based on a minimum 35-hour workweek. Eligible for performance-based incentive. Competitive benefits package consisting of health, dental, vision, life insurance, 401k employer contribution, paid sick leave, paid time off (PTO), holidays, and a hybrid telework work option (after 90-day introductory period).

#### **ORGANIZATIONAL STATEMENT**

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties, or responsibilities not listed herein. Management reserves the sole right to modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type. Employment at Connections for Children is strictly on an at-will basis.

#### **EQUAL OPPORTUNITY EMPLOYMENT STATEMENT**

Connections for Children is committed to the principle of equal employment opportunity for all employees and providing employees with a work environment free of discrimination and harassment. All employment decisions at Connections for Children are based on organizational needs, job requirements and individual qualifications, without regard to age, race, color, religion or belief, sex, sexual orientation, gender identity, national origin, veteran, disability status, family or parental status, or any other status protected by federal and CA state laws.