



Rush County Community Foundation

Job title: First5 Director
Location: Rush County Community Foundation / Rushville, IN
Employed By: Rush County Community Foundation
Terms of Employment: One year contract / Renewable on an annual basis
Salary/rate: Part time / As agreed upon at hiring
Reports to: Rush County Community Foundation Executive Director and Board of Directors. Detailed quarterly reporting to the board.

Education & Experience:

- Bachelor's degree in early childhood education, education, business development, marketing, or related field; 3+ years in an early childhood setting or in community-based projects/initiatives; leadership, administrative/financial, fundraising/development, and group facilitation experience.

About the role:

- Serve as community advocate, facilitator, educator, and fundraiser for efforts to expand access to quality child-care and early learning for children birth to age 5 in Rush County. Serve as the "face" of the organization within areas of services, with the Foundation's Executive Director and Board of Directors, as well as community leaders and potential funders. This will include maintaining current relationships and networking within the community to build new relationships with the goal of moving First5 to a standalone 501(c)(3) not-for-profit organization status. Professional, energetic, forward-thinking and creative individual with strong communication and work ethics.

Job Requirements:

- Self-starter with exceptional organizational skills.
- Excellent written and verbal communication skills.
- Excellent group facilitation skills.
- Ability to develop and implement marketing strategies.
- Ability to multi-task and maintain a flexible schedule.
- Ability to build professional relationships in the community and with participating partners.

- Demonstrated skills in data collection and analysis, project planning and evaluation, and the ability to communicate data to partners in a meaningful way.
- Ability to work with diverse groups.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to implement fundraising/development plan.
- Proficiency with technological skills and software including MS Word, Outlook, Excel, PowerPoint, and Publisher.

**Responsibilities/
General Duties:**

1. Lead development of initiative designed to expand access to quality child-care and early learning for children birth to age 5 in Rush County.
2. Monitor advisory committee activities and report results/effectiveness to advisory board/committee members and quarterly to the Rush County Community Foundation board of directors.
3. Provide leadership in developing partnerships with various agencies necessary for the advisory committees and First5's initiatives to be successful.
4. Develop and monitor budgetary requirements associated with the advisory committee and First5.
5. Participate in the process of fundraising and grant writing that will advance the work of the advisory committee and First5.
6. Develop messaging about the issue of quality child-care and early learning to be shared with advisory committee members, donors, parents, legislators, and other stakeholders.
7. Attend local, regional, and state forums on child-care and early learning to collect data and trends for the purpose of further developing expertise.
8. Provide records and reports to meet requirements of funding partners.
9. Develop reports, presentations, and data for the advisory committee and the greater public.
10. Coordinate and facilitate the advisory committee and other committee meetings of the First5 initiative.
11. Oversee the purchase, distribution, and allocation of resources within the budget set by the advisory committee.

Interested candidates should submit a resume, cover letter and any relevant professional materials to Chris May, Executive Director of the Rush County Community Foundation, at cmay@rushcountyfoundation.org or mailed to Rush County Community Foundation, 117 N. Main St., Rushville, IN 46173. No phone calls or unsolicited personal deliveries, please.