

Project Director, ACROSS NH

OVERVIEW OF POSITION

The Southeastern Regional Education Service Center (SERESC) is seeking to hire a highly motivated individual to lead ACROSS NH as the Project Director. [ACROSS NH](#) (A Comprehensive Resource for Out-of-School Time Staff in NH), provides statewide professional development and consultation to staff in the New Hampshire Out-of-School Time (OST) community, and has been grant funded through NH DHHS since 2011. ACROSS NH uses a consultation model for technical assistance and a content expertise training model. The ideal candidate will be a strong leader with an unstoppable passion for OST, a visionary who can design supportive initiatives, and a problem-solver who believes solutions are always possible. The Project Director will demonstrate an abiding respect for all people and by supporting Diversity, Inclusion and Equity (DEI), as well as Black, Indigenous, People of Color (BIPOC) Community. We look forward to welcoming to our organization a leader with strong emotional intelligence and management skills who will continue to grow the ACROSS NH project, motivating a high performing team and engaging the statewide OST community.

RESPONSIBILITIES

Leadership

- Provide leadership by developing and executing on program, organizational and financial plans
- Oversee processes such as hiring, ongoing staff development and performance management
- Encourage a positive work environment by maintaining a culture of openness, collaboration, cooperation, and integrity
- Collaborate with team to create an annual training plan
- Build deep and respected relationships with the staff, team, and community
- Actively advocate for the out of school time community
- Honor, through actions, the mission of ACROSS NH

Administration and Operations

- Review requirements of the Technical Assistance and Training for School Age Child Care Providers contract to determine
 - timeframe of project
 - funding confines and limitations
 - procedures for successfully meeting contract requirements

- staffing needed
- allotment of available resources to various phases of project
- data collection to support the grant outcomes
- Establish work plan and staffing for each phase of project, coordinating assignment of project staff and team
- Direct and coordinate activities of project staff to ensure project progresses on schedule and within prescribed budget
- Review consultation reports prepared by project staff
- Prepare project reports for the Bureau of Child Development and Head Start Collaboration on a quarterly and annual basis, or as determined in the contract
- Meet annually with the Bureau of Child Development and Head Start Collaboration contract monitor, as noted in the contract and as requested
- Ensure financial accountability and fiscal integrity working with SERESC's Business Office
- Respond to the RFP for this grant every 2 years or as determined by the contract's end date

Program Development

- Plan and coordinate activities of ACROSS NH and the Technical Support and Training for School Age Child Care Providers contract to ensure that goals and objectives of project are accomplished within prescribed time frame and funding parameters
- Oversee the development of initiatives that meet the needs of the out of school time community
- Hire and supervise project staff for project implementation
- Provide program content expertise, which may include
 - preparing and providing training workshops
 - facilitating cohorts
 - developing curricula
 - in-program consultation
- Ensure best practices are implemented in all activities

Community Relations

- Work in close collaboration with the Bureau of Child Development and Head Start Collaboration and the NH Afterschool Network, as well as with other afterschool and out of school time stakeholders
- Network, maintain a membership in, and regularly attend meetings of state and regional organizations that are invested in children and afterschool programs
- Actively maintain a statewide presence with the out of school time community

REQUIREMENTS AND QUALIFICATIONS

- A college degree in educational administration, education or youth development, or other relevant field. Master's level degree preferred.
- Minimum of 5 years of leadership experience, with a track record of effectively leading outcomes-based programs
- Experience working with children, youth, and adults
- Strong leadership skills and qualities, with the ability to effectively lead a team
- Prior experience managing an operating budget
- Compelling and effective communication skills
- Desire to work with and lead a talented team of trainers and consultants
- Demonstrated ability to engage with a diverse community of stakeholders
- Supervision skills
- Grant-writing skills preferred
- Personal qualities of integrity, self-awareness, and positive attitude

ABOUT SERESC

The Southeastern Regional Education Service Center ("SERESC") is a nonprofit educational service agency founded in 1974. Since its inception 46 years ago, SERESC has been an active contributor to the New Hampshire educational community and has established deep and long-standing partnerships with school districts, early learning and afterschool organizations, state agencies, and institutions of higher education. SERESC supports school districts and families by offering them expert consultants who provide a range of educational and clinical services to children and youth. These services address a variety of special needs and include behavioral consultations, psychological evaluations and therapies, occupational therapy, speech and language services, vision and hearing services, and feeding and swallowing services. SERESC also oversees several grant funded projects that provide technical assistance, training, and professional development in the areas of preschool and out-of-school time programming. To find out more about SERESC, please see our website: www.seresc.net.

SERESC is an equal opportunity employer. Employment opportunities are available without regard to race, color, religion, gender orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. This agency complies with all federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.

OTHER DETAILS

This position operates on a fiscal year calendar. (July 1 - June 30)

- This position for the remainder of FY22 (proposed start date of February 1, 2022 - June 30, 2022) is thirty-five hours per week at \$38,640
- This position for FY23 is thirty-five hour per week for 52 weeks at \$77,280
- Benefits available
- Minimal in-state travel required

APPLY

Please submit cover letter, CV/Resume, and indication of professional licensure/certification to:
Susan Gimilaro: sgimilaro@seresc.net