



Executive Director Role Description

Reports To: Detroit Champions for HOPE Board of Directors

Commitment: Full-time, 40 hours per week, hybrid in-person and remote

Compensation: \$55,000-\$65,000 per year with paid vacation, holidays, retirement and other benefits

Detroit Champions for H.O.P.E. (Helping Our Parents Empower) is a 501c3 for impact (nonprofit) organization with a mission to support parents and caregivers as children's first teacher and champions. Detroit Champions for HOPE was designed by the Detroit community for the Detroit community as an early childhood and advocacy network of parents and caregivers who reach families within their own neighborhoods to improve outcomes for children.

The Executive Director of Detroit Champions for HOPE will support the Hope Starts Here (HSH) 2027 vision for *Detroit to be a city that puts children first*. The Executive Director will oversee the implementation strategies and engagement and advocacy activities primarily focused on the Hope Starts Here Early Childhood Framework Imperative #2 Goal: to transform systems to support parents and caregivers as children's first champions. The imperative includes the following three strategies.

Strategy #3: Support the role of families in children's development.

Strategy #4: Improve the processes, programs and systems that support parents and caregivers.

Strategy #5: Create a team of advocates to champion early childhood.

The Executive Director will serve as a member of the Detroit Champions for HOPE team alongside the seven Community Outreach Coordinators and 28 Community Outreach Specialists to organize increased awareness of the importance of early childhood education practices, improved access to early childhood resources, and improved early childhood systems to support families. The Executive Director will serve as the primary point of contact for the organizational funding partners, along with the grant manager(s). The Executive Director will work collectively with other HSH Imperative leads to implement the HSH project, and represent the HSH community engagement process to legislators, funders, community members, etc.

For the Imperative #2 Lead activities, the Executive Director will

- Lead, oversee and support HSH Imperative #2 Activities
- Coordinate professional development for HSH Imperative #2 team & partners.
- Participate in HSH Imperative Lead meetings.
- Maintain partner relationships and lists.
- Represent this work publicly.
- Work passionately to make improvements for Detroit's children, families, and community.

Manage the Organizational Operations:

- Lead the setting of priorities for the implementation of Hope Starts Here Imperative #2 strategies through Detroit Champions for HOPE and in partnership with other organizations funded through Imperative #2.
- Ensure community participation in various community programs, task forces, committees, and other engagement opportunities as appropriate focusing on community centered and strength-based approaches.

- Lead evaluation of outcomes according to the objectives. Prepare program and statistical reports for sharing with advocacy partners and funders.
- Ensure compliance with all applicable local contracts, surveys, and licensures as appropriate for 501 c 3's or non-profits in Detroit.
- Coordinate and supervise public relations for the Detroit Champions for HOPE Network
- Oversee the organizational budget in alignment with grant guidelines and generally accepted accounting principles.
- Review and complete all personnel actions, purchase records, and time records to assure accuracy and completeness.
- Ensure community outreach coordinators and community outreach specialists have the tools needed to do their roles (*see below under Supervise and train DCH team members*)
- Develop and implement fundraising objectives for the Detroit Champions for HOPE Network.
- Write narrative and financial reports for funders and donors.

Supervise and train the DCH team members to

- Oversee facilitation of community conversations in the seven city council districts with families of young children to improve home, neighborhood, and community environments in support of healthy early childhood development.
- Develop priorities for improving child outcomes inside the households of families where there is no access to childcare (26,000 households per the 2015 IFF report [The System We Need: A Neighborhood Snapshot of Early Childhood in Detroit](#)).
- Listen to community members of each city council district to set advocacy priorities in alignment with the HSH advocacy priorities to improve childcare Access, Quality, and Affordability (link here: [Hope Starts Here | Detroit's Early Childhood Partnership](#)).
- Co-develop goals and measurable objectives with the DCH team and community for program implementation within the districts.
- Ensure all DCH work is mission-focused and non-duplicative of other Imperative #2 partner services.
- Support families with young children in accessing resources available in Detroit through the Hope Starts Here network or otherwise.
- Ensure all engagement activities integrate cultural competency, diversity, inclusion, and equity • Coordinate Annual Day of the Young Child events (April 27th)

Manage Imperative #2 Partnerships:

- Ensure families with young children are participating in Imperative Lead activities, community-based task forces, committees, and other engagement opportunities as appropriate focusing on community-centered and strength-based approaches.
- Facilitate Imperative #2 partnerships and related action team plans to develop priorities and measurable collective plans for improving outcomes for young children.
- Coordinate with Imperative #2 partners and Imperative Leads to streamline access to resources for parents and caregivers with young children.
- Oversee the coordination of Imperative #2 data to ensure comprehensive impact and outcomes are reflected in Hope Starts Here Implementation Office dashboards.
- Work directly with Heads of key agencies and members of the Imperative #2 network to implement plans and expand services.



- Prepare DCH program and statistical reports for sharing with Imperative #2 partners, Hope Starts Here Imperative Lead partners and funders.
- Facilitate Action Team partners to co-design early childhood education- focused District, citywide and statewide aligned engagement, and advocacy activities.
- Develop relationships and new partnerships to support aligned ECE policy initiatives focused on Imperative #2 strategies.
- Represent HSH imperative #2 in collaboratives locally or statewide, as needed.
- Coordinate and supervise public relations for the Detroit Champions for HOPE Network
- Inform the communications team of Imperative #2 partnership activities, as needed.

The Executive Director must be committed to the Detroit Champions for HOPE mission. All candidates should have proven leadership experience and other qualifications that include:

Education & Background:

- Bachelor's Degree in early childhood education, human services, or related field; **OR** 5+ years' experience working or serving in early childhood education, education, non-profit, human service, or related field.
- 2+ years of experience managing or leading.
- Some experience parent training and advocacy efforts.
- Ability to point to specific examples of having developed strategies that have taken a program or organization to the next stage.
- Passionate about making improvements for Detroit's children, families, and community. • Available to dedicate time for 12 months.

Qualifications/Skills:

- Preference for those who have raised children in Detroit or currently have or care for children aged 0-8
- Preference for those who live in the City of Detroit
- Excellent ability to build team camaraderie, positive team player and support teams with achieving results.
- Demonstrated experience working collaboratively with diverse groups of people, parents, organizations and in neighborhoods.
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set, and achieve strategic objectives.
- Experience managing a budget, reviewing data, and preparing reports.
- Strong written and verbal communication skills; a persuasive and passionate communicator; open to taking a course to improve skills.
- Strong facilitation skills (listening, organizing ideas, documenting ideas, etc.). • Works efficiently independently.
- Professional and strength-based approach to team management and community engagement • Lead by example takes initiative, commitment to learning and growing in leadership ability.

**Submit Resume with Letter of interest to
DCH@detroitchampionsforHOPE.org by 5pm on Monday, May 15, 2023.**