

## Position Description: Early Learning Hub Operations Director

**Classification:** Exempt

**Reports to:** Director of Development

**Type:** Full Time

**Date:** April 2026

### Summary/Objective

This position is responsible for leading cross-sector early learning efforts for Coos, Curry, and Coastal Douglas Counties. In this role, the Hub Operations Director will play a convening, facilitating, and leadership role for the Hub at a local, regional, and state level. Successful management and support of staff in support of the organization in sustainably accomplishing its objectives. Building trust and strong relationships with diverse stakeholders is key to the success of this position.

### About

The South Coast Regional Early Learning (SCREL) hub serves Coos, Curry, and Coastal Douglas Counties at the Southwestern Oregon Workforce Investment Board (SOWIB). The SCREL Hub is one of 16 early learning hubs across the state of Oregon. Our aim is to help children get a healthy and well-rounded start, so they arrive at kindergarten ready to thrive. Designed for families with children under age eight and the programs that serve them, we're the connection point to resources like Preschool Promise, Baby Promise, parenting resources, and voluntary in-home support programs. We lead regional initiatives including but not limited to Every Child Belongs, Prenatal to Grade 3, and Home Visiting Systems Coordination.

### Main Position Requirements

- SCREL Staff supervision, support, training, and accountability.
- Coordination with the SCREL Governance including relationship development, meeting coordination, reporting, and planning.
- Grant and contract reporting and compliance: develop and coordinate contracts, monitor and update budget, track financial reports, initiate contractor and sub-contractor payments, and make funding recommendations to the governance board.

### Other Position Requirements

- Collaborating to establish short-term and long-term goals, strategies, and activities that align with Raise Up Oregon: The Early Learning System Strategic Plan and other state and local initiatives.
- Enhance community effectiveness through technical assistance, consultation, resource sharing, assisting with collaborative efforts and identifying shared goals.
- Convene cross sector partners and facilitate community planning and Early Learning needs assessment activities.
- Utilize a family-centered approach and equity lens in SCREL initiative planning, implementation, and reflection.
- In partnership with the Director of Development, identify and manage opportunities to find, apply for, and leverage community resources toward early learning project goals.
- Collect and utilize data (qualitative and quantitative) in decision making and evaluation.
- Review reports provided by the Finance Director and present budget and financial reports to the SCREL Governance Council.

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- Represent SCREL and/or SOWIB at local, state, and nationwide conferences, meetings and events, as needed.
- Work in partnership with the Executive Director and the Director of Development on advocacy efforts and the local, state, and national level related to child care supply building and early care and education advocacy.
- Monitor the early learning landscape to identify and participate in opportunities to promote the shared goals of the Early Learning Council.
- Work with the Director of Development to direct overall implementation of initiatives and oversee the range of activities, pilots, and programs with partners and community-based organizations.
- Other duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

### **Supervisory Responsibility**

Six Full Time Employees

### **Work Environment**

While performing the duties of this job, the employee regularly works in the SOWIB office, out in the community, and with a diverse population.

### **Travel**

- This position requires travel.

### **Required Education, Experience and Attributes**

- Bachelor's degree or other equivalent education and/or work experience combination.
- Strong working knowledge of Microsoft Office, including, Excel, Word, Outlook, and PowerPoint.
- Proficient written and verbal communication skills, including accurate grammar and business correspondence.
- Excellent organizational, time management skills, and the ability to prioritize in a fluid changing environment.
- Must be organized, flexible, independent, self-motivated, enthusiastic, dependable, and detail oriented.
- Proven ability to build and maintain trusting relationships with multiple cross-sector partners.
- Ability to tailor messages to a variety of audience, starting with purpose and big-picture context, leading to positive stakeholder feedback on clarity and relevance.
- Ability to lead meetings with clear flow, manage an agenda and discussion, and end with decisions and next steps clearly summarized.
- Ability to research, analyze, and translate information to a variety of stakeholders.
- Proven ability to lead a bold, long-term strategic vision (3–5 years).
- Experience and ability to support, supervise, and develop a cohesive and effective team. Ability to address conflicts, performance gaps, and difficult conversations directly and confidently.

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### **Preferred Education and Experience**

- Non-profit experience.
- Database management and/or data analysis.
- Experience in project management.
- Experience with grant writing, grant tracking and grant reporting.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of the employees' activities, duties, or responsibilities to do this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Funding Note**

An external source funds this position and is dependent on funding from non-SOWIB sources and continued employment is contingent on those grants and/or contracts.

### **Equal Employment Opportunity Employer**

SOWIB is an equal opportunity employer committed to fostering an inclusive and diverse workforce. We prohibit discrimination based on race, color, religion, sex, national origin, disability, age, sexual orientation, gender identity, or any other legally protected status.