



Eastern Iowa Early Childhood Assistant Director

Mission: To develop and maintain a collaborative system of needs-based services, implemented at the earliest possible point of intervention, that strengthens families and communities.

Service Area: Clinton, Jackson, and Dubuque Counties

Reports to: Eastern Iowa Early Childhood Board

Status: Part-time, 20–25 hours per week

Position Summary

Provides leadership, planning, fiscal oversight, and administrative support to the Early Childhood Iowa (ECI) Board and community partners. Coordinates Board activities, community planning, grants and contracts, program compliance and performance, and collaborative initiatives while serving as a liaison among state agencies, providers, funded programs, and community stakeholders.

Essential Responsibilities

- Coordinate ECI Board and committee operations, including meetings, agendas, minutes, communications, and follow-up.
- Support community and strategic planning, needs assessment, data analysis, performance measurement, reporting, and continuous improvement.
- Assist with grant writing, competitive bids, budgets, contracts, and fiscal oversight; monitor compliance, deliverables, performance measures, and reporting requirements.
- Provide technical assistance to funded programs and ensure adherence to applicable state and federal requirements.
- Build and maintain partnerships with early childhood providers, government agencies, community organizations, and other stakeholders; facilitate collaboration and consensus.
- Coordinate community outreach, marketing, website content, and communication of program impact.
- Use research, data, and community input to inform planning and decision-making.
- Perform other related duties as assigned.

Minimum Qualifications

- Bachelor's degree preferred but not required; business, accounting, planning, social sciences, or related coursework preferred.

- Two or more years of experience in planning, grant/contract management, community development, or a related field.
- Knowledge or experience in early childhood, family support, education, health, or human services preferred.
- Must possess a valid driver's license and reliable transportation to travel between multiple work sites on a flexible schedule. Proof of liability and property damage insurance on any vehicle used for work is required

Knowledge, Skills & Abilities

- Strong leadership, communication, facilitation, collaboration, and relationship-building skills.
- Knowledge of grant management, budgeting, fiscal accountability, program evaluation, and community planning.
- Strong analytical, research, problem-solving, organizational, and decision-making skills.
- Ability to manage multiple priorities, meet deadlines, work independently, and adapt to changing needs.
- Ability to work effectively with diverse individuals and organizations and build consensus.
- Proficiency with Microsoft Office, including Word, Excel, PowerPoint, and Outlook.
- Commitment to diversity, fairness, customer service, and collaborative problem-solving.

Work Schedule & Travel

Part-time, 20–25 hours per week; schedule may vary based on program and contract needs. Some travel, including state meetings, may be required.

How to Apply

Submit a **cover letter, resume (including salary history), and two professional references** to: **Abigail Degenhardt, ECI Director** | Email: director@dcearlychild.org

Application Deadline: September 18, 2026