

Director of Program Development

Position Announcement

The University of Nebraska Buffett Early Childhood Institute is seeking applications from qualified individuals for the position of Director of Program Development to work with a wide range of early childhood services and service providers to improve the quality of care for at-risk children from birth – Grade 3.

In conjunction with faculty and staff from the University of Nebraska, the director will design training, coaching, and program and professional development for public and private agencies and organizations that manage and implement early childhood programs for birth – five year olds, home-visiting programs, parent support programs, state pre-K, Head Start, Pre-K – Grade 3 programs, and other public or private child care centers and preschools that are associated with Buffett Institute activities with the goal of reducing or eliminating income-based social, cognitive, and achievement gaps among young children at risk.

Buffett Early Childhood Institute Profile:

Envisioned as a new model for how public higher education is engaged in the first years of life, the newly established Buffett Early Childhood Institute is a four campus, university-wide, multidisciplinary research, education, outreach, and policy institute of the University of Nebraska committed to helping transform early childhood development and education in Nebraska and across the nation.

The long-term goal of the Institute is to be a leading center where scholars, practitioners, community members, and policy makers collaborate to advance a unified approach that can improve the lives of young children and families and the systems that support them.

Applicants should note, the goals of the Institute are university- and state-wide, but the location of the Institute administration will be in Omaha and Lincoln. This position will primarily work out of the Omaha office.

Job Responsibilities:

In addition to periodic unique tasks, the following list describes major responsibilities:

- Facilitate the implementation of evidence-based early childhood programs in school districts, community-based organizations, and agencies serving families of at-risk children.
- Participate in, design, and conduct meetings, professional development courses, workshops, and/or conferences to assist the Buffett Institute in achieving its goal of reducing the achievement gap.
- Coordinate with directors, heads of early childhood departments in LEAs, and others to encourage the development of high-quality, aligned, evidence-based early childhood programs.
- Design, plan, and schedule Buffett Institute programs and activities with supervisors, principals, directors, and others.
- Plan, coordinate, and hire coaches and others who interact first-hand with providers and teachers of birth – age 8 year olds.
- Apply latest research and evidence to all proposed practices and coordinate with evaluators.
- Interact with faculty and staff on University of Nebraska campuses and engage them in programmatic efforts.

Director of Program Development

- Assist community-based program directors and school principals in learning about and using multiple resources for funding birth – 8 programs.
- Develop effective working relationships with higher education training and personnel preparation programs and personnel.

Required and Preferred Qualifications:

Minimum Requirements:

- Master's degree in child development/early childhood education or a related field.
- Four or more years work experience teaching in or directing an infant, preschool, or child care center, or teaching kindergarten or primary-grade children.
- Leadership skills in planning, setting agendas, and coordinating programmatic activities.
- Familiarity with evidence-based models of early childhood intervention.
- Knowledge and experience in coaching, training, and professional development.
- Ability to supervise, lead, and evaluate staff and demonstrate strong team-building skills.
- Excellent oral and written communication skills and ability to manage multiple tasks/projects simultaneously; experience with budgeting and overseeing accounts.

Successful candidates will exhibit the following personality traits:

- The ideal candidate is agile, entrepreneurial, and a team player who seeks to advance the Institute and its goals.
- Knowledge, enthusiasm, and passion for the field of early childhood and ability to establish credibility in the education/human service and university communities.
- Must be a fast self-starter comfortable with attention to detail and ability to work independently, along with the judgment to seek supervision and/or input from others when necessary.
- A strong sense of the requirements of a stable organization and its long term needs with the ability to exercise significant initiative and creativity in developing new value-added relationships with the Institute's stakeholders.
- Should be an optimistic, positive, resilient, insightful, and performance-driven decision maker, problem solver, and consensus builder.

How to Apply:

Application review begins immediately and continues until position is filled.

Applications processed through the on-line job posting at <https://careers.nebraska.edu>.

Follow instructions to complete the Applicant Profile. Along with your application, attach a cover letter, resume, and contact information for three professional references.

Direct questions about the position to: humanresources@nebraska.edu.

Direct questions about the on-line application process to: (402) 472-2111.

The University of Nebraska is an Affirmative Action/Equal Opportunity Employer and participates in E-Verify.