



Position Title: Coordinated Enrollment System Administrator

Position Status: Full time (staff or contractor)

Work Location: VECF offices in Richmond preferred; remote considered

Organization: The Virginia Early Childhood Foundation is a statewide non-profit public-private partnership with the vision that every region in Virginia will ensure equitable opportunities for all families with young children to thrive. Its mission is to serve as the non-partisan steward of Virginia's promise for early childhood success. In partnership with key state agencies, VECF supports the work of local communities and regions in strengthening their early childhood systems. The Foundation provides competitive grants and technical assistance to local early childhood initiatives formed to build capacity and infrastructure in local communities for delivery of high quality early childhood programs.

Position Description: The Virginia Early Childhood Foundation (VECF) seeks a self-directed and technically skilled candidate to be the system administrator for the Virginia Coordinated Enrollment (CE) platform, working with vendor BridgeCare and supporting Virginia communities' ease-of-use in assisting families with enrolling their children in early childhood care and education (ECCE) sites. This position will have responsibility for:

- Project management
- Ongoing system administration, including end user support for state and regional leads; and
- Coordination among state partners, regional leadership, I/T vendors, and VECF staff and contractors assigned to the project.

The Virginia BridgeCare CE platform is an innovative end-to-almost-end IT SaaS strategy for:

1. Improving access to early childhood care and education (ECCE) programs for all families;
2. Maximizing enrollments for ECCE programs; and
3. Supporting relationship-based and data driven ECCE systems across Virginia's 9 regions (Ready Regions) and their sub-regions, as well as on a state level.

Duties/Responsibilities: The system administrator's duties and responsibilities include:

- Collaborating on leadership of this software development and implementation project from end-to-end, including:
 - Monitoring project progress and setting deadlines to ensure project is on track and consistent with scope of work.
 - Managing relationships and coordinating with VECF staff and contractors, BridgeCare, and regional partners.
 - Regularly reporting to VECF management, identifying common concerns among partners' experiences, and escalating issues as needed.
 - Developing and maintaining documentation of cross-platform business rules, best practices, data definitions, entity relationship diagrams, and operational processes.
 - Identifying, documenting, and addressing needs and issues that arise among end-users.
 - Establishing and managing data governance.

- Ensuring compliance with all applicable data privacy regulations (FERPA, VA SEC525, etc.).
- Evaluating project performance to identify opportunities for future phases of work.
- Designing, creating, and managing reports and supporting production of dashboards and data visualizations to support strategic decisions as needed.
- Working with VECF Chief Accountability Officer and VECF Ready Regions Director and Accountability Liaison to identify potential interdependencies with other projects and their impact.
- Providing responsive end-user support to state and regional leads, such as hands-on training and technical assistance, that builds state and regional leaders' capacity to effectively implement and use the BridgeCare platform.

Required Skills/Experience:

- Minimum of 3 years of experience in project management and technology development
- Proven experience working with a wide range of stakeholders, including non-technical end-users
- Strong interpersonal skills
- Strong organizational and multi-tasking skills
- Strong written and verbal communication skills
- Ability to prioritize, organize, and document key data and system information for future reference
- Proficiency with database applications and cloud technology solutions
- Proficiency with Microsoft Office Suite and Sharepoint

Preferred Skills/Experience:

- Familiarity with early care and education, particularly coordinated enrollment strategies
- Experience with platform or other coordinated enrollment platforms
- Proficiency with SQL
- Experience with BI/visualization tools like Google Data Dashboards or Tableau

Compensation is commensurate with experience; salary would be anticipated in the \$75-85,000 range with benefits valued at 27% of salary or comparable contractor fee. Interested applicants should send a cover letter, resume, and professional references to jobs@vecf.org by May 5, 2023.

VECF is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applications will receive consideration for employment without regard to race, religion, color, gender, sexual orientation, national origin, genetics, disability, age, or veteran status.

VECF maintains a drug free workplace.