



Director of Education

Illuminate Colorado is a statewide 501(c)(3) organization working to strengthen families, organizations, and communities to prevent child maltreatment. With a research-based approach that emphasizes building protective factors, we address systemic and multi-sector issues by collaborating with families and partners at the community, state, and national level to develop and implement powerful programs, policies, and initiatives that build brighter childhoods in Colorado.

Our organization is working to build an inclusive and diverse team of passionate experts who value each other's differing lived experiences and backgrounds. All of our work is grounded in the foundations of equity and inclusion, family and community driven, holistic, and multigenerational approaches – and guided by our core values of empathy, innovation, growth, and integrity. Learn more at <https://www.illuminatecolorado.org/about/>.

Role: Under the guidance of the Deputy Director, this position will be responsible for leading the Education Strategies of Illuminate Colorado. From curricula development and implementation through training promotion and delivery to revision and continuous quality improvement, the Director of Education will oversee and ensure consistency and high quality education programming, support communications and evaluation processes, and engage with partners at the local, state, and national level. This position will also serve as part of the organization's leadership team and will directly supervise members of the Education Team.

Specific Duties Include:

Guide and support all aspects of Education Programming

- Develop and support implementation of trainings that align with Illuminate Colorado's mission, vision, values, and foundations;
- Collaborate with Executive Leadership to ensure Education initiatives align with and support overall organizational strategy;
- Ensure high quality of delivery of courses across programming;
- Oversee all mini-grant processes and procedures to support certified trainers and authorized facilitators;
- Oversee grant reporting processes and timelines, and participate in grant and contract identification and development;

- Remain current on training and education best practices for adults and youth, as well as new and emerging trends related to child maltreatment and family strengthening; and
- Identify gaps in educational content or access related to Illuminate programming and initiatives, and work with internal and external partners to meet the needs of Colorado professionals, communities, and families.

Offer leadership and supervision to the Education Team

- Ensure all Education staff have the support they need to succeed in achieving their respective responsibilities;
- Develop, recommend, and execute strategies to foster a positive team culture, including furthering team cohesion, collaboration, and coordination;
- Offer vision, clear expectations, and opportunities for staff to own and grow the work; and
- Engage and support staff to identify ways to grow professionally.

Maintain state and national partnerships and collaborations

- Participate in the 2024 Strengthening Colorado Families and Communities Conference Planning Committee;
- Oversee planning and implementation of Colorado Department of Early Childhood Grantee Meetings held in odd years (2025 and 2027);
- Oversee planning and implementation of Strengthening Colorado Families and Community Conferences held in even years (2026 and 2028);
- Facilitate case consultations, utilizing subject matter experts, in response to requests for support from local child welfare agencies;
- Build relationships at the state and national level to increase the effectiveness of Illuminate training and education programming; and
- Serve as a thought-partner and thought-leader related to family strengthening and the prevention of child maltreatment;

Other duties as assigned.

Experience, Skills, & Qualifications:

- At least five years of related experience with educating and training adults, with leadership experience in a nonprofit setting preferred.
- At least 3 years of supervisory experience required; experience providing coaching and support to staff supervisors strongly preferred.
- Experience with creating, revising, standardizing, implementing, and maintaining training and educational opportunities is strongly preferred.
- Experience with conference planning and execution is strongly preferred.

- Ability to develop strong relationships within the organization, including strong interpersonal and supervisory skills.
- Experience with state and federal timelines and reporting is preferred.
- Detail-oriented, strong written and verbal communication skills.
- Strong project management and organizational skills including the ability to prioritize multiple work assignments, to work independently on projects, and to meet deadlines.
- Proficient with MS Office applications, (e.g. MS Word, Excel, PowerPoint) and Google Workspace (e.g. Google Docs, Gmail, Docs, Drive, Slides).
- Impeccable work ethic, personal integrity, and transparency.
- Superior adaptability and flexibility.

Compensation & Schedule:

Full-time, salaried, exempt position eligible for benefits. Starting salary is negotiable and commensurate with skills and experience in the range of \$75,000 - \$85,000.

Illuminate Colorado offers health and dental benefits as well as participation in a 401K and Life Insurance benefits. In addition, Illuminate Colorado has an unlimited paid time off policy and offers both flexible scheduling and remote work. Residency in Colorado, or anticipated relocation to Colorado in the near future (at your own expense), is a condition of employment with Illuminate.

To Apply:

Please submit a cover letter, resume, and three references via email with "Director of Education" in the subject line to hire@illuminatecolorado.org.

Application Deadline:

Tuesday, March 12, 2024 at 5pm

We are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway.