



Childcare Development Manager

Salary Range: \$45,000 to \$55,000
Plus: Competitive benefit package.

The Monacan Indian Nation (MIN) is the largest federally recognized sovereign tribe in Virginia with 2,900 members, headquartered in Madison Heights, VA. The MIN offers an extensive array of programs to service and meet the needs of its citizens.

Full Job Description:

The Childcare Development Manager is a full-time salary position with the MIN. He/she will be instrumental in implementing and managing the Childcare Development Fund (CCDF) program. The Childcare Development Manager will report through to the Tribal Administrator and work to manage the tribe's childcare program(s) and ensure all regulatory compliances.

Duties include but are not limited to:

- Ensures a safe, nurturing, and enjoyable environment for all children in the program.
- Works cooperatively with all Tribal and CCDF staff, volunteers, and parents.
- Keeps all program records and communication confidential.
- Follows all CCDF and Tribal policies and procedures.
- Is open to working a flexible schedule, including some evenings and occasional weekends.
- Carries out other duties as needed to meet CCDF regulations and Tribal policies.
- Holds a current CPR/First Aid certification or willing to obtain one.
- Communicates effectively, including giving and receiving feedback on service quality.
- Provides direct services to children and families in the CCDF programs.
- Assists in gathering information for Self-Assessment and Community Assessment.
- Helps with the development and review of Interagency Agreements.
- Develops a personal career training plan and maintains a training portfolio.
- Verifies information to determine CCDF program eligibility, provides childcare resources, education, and information to participants.
- Prepares for and participates in public hearings and recruitment of participants.
- Drafts policies and procedures for the CCDF program, ensuring they are tracked through the approval process.
- Corresponds with enrolled families about their bill and any billing issues.

111 Highview Dr., Madison Heights, VA 24572

Phone: (434) 363 4864

www.monacannation.com

Knowledge, Skills, and Abilities:

- Exceptional interpersonal, organizational and communication skills.
- Exceptional integrity and decision-making skills.
- Proficiency with Microsoft Suite, including Word, Outlook, Excel, and PowerPoint.
- Ability to perform detailed work with a high degree of accuracy on multiple projects.
- Ability to travel as required.
- Knowledge of planning, developing, and monitoring budgets.
- Ability to maintain complex financial records and prepare financial reports accurately.
- Knowledge of routine accounting principles

Minimum Qualifications:

- Must live, or be willing to relocate to, within 50 miles of the Tribal Center in Madison Heights, Virginia.
- Criminal background check and drug screening required.
- Certificate in early childhood development, business, or related discipline.

Physical Demands:

- Ability to sit at a desk for periods of several hours.
- Ability to stand and walk for a prolonged period.
- Ability to sit for meetings that may last for several hours.
- Lift up to 50 lbs. if needed.

Experience:

- Three (3) or more years of management experience with preference to early childhood programs and or CCDF grants.

Education (preferred):

- Bachelor's degree in, Early Child Development, Business Administration, or a related field.

License:

- Virginia driver's license (Required)

*Preference given to qualified American Indians in accordance with the Indian Preference Act. Applicants claiming Indian Preference will be required to submit verification documentation certified by respective tribe of affiliation.

Job Type: Full-time

Position open until filled.