



Job Title: Missoula Child Care Advantage (MCCA) Manager

Location: Missoula, MT

Reports To: Gabe Sather-Olson, Deputy Director, Zero to Five Program Director

Salary: \$56,000

Position Type: Full-time, exempt

Position Overview:

The Missoula Child Care Advantage (MCCA) manager is the lead position responsible for the management and growth of the MCCA program. This includes overseeing the program's day-to-day operations, collaborating with key stakeholders and project partners, and identifying opportunities for enhancing and expanding the model. Additionally, the manager is responsible for managing the MCCA website, planning and executing community outreach and events, promoting the initiative to diverse audiences and maintaining the program's budget.

The ideal candidate will be a highly organized, self-directed, and adaptable team player with excellent communication skills, the ability to manage multiple tasks simultaneously, and a passion for supporting child care solutions within the Missoula community.

Missoula Child Care Advantage is a community initiative that involves many organizations and requires a great deal of effective collaboration and engagement among the interested and participating stakeholders. These include, but are not limited to, donors and potential donors; state agency staff; financially committed partner organizations; interested and participating child care providers; interested and participating businesses/companies; other community organizations serving children and families; and parents themselves.

About Missoula Child Care Advantage (MCCA)

MCCA increases the availability of child care in our community and improves the operating conditions for child care providers by implementing several innovative structures that support a more efficient and viable business operation. The key components of MCCA are:

- A network of independent child care businesses utilizing shared services and amenities, including a remodeled facility in which to pilot this model.
- Membership opportunities for area businesses, offering access to a preferred waitlist for their employees to access child care openings in the network.
- Public/private support for the MCCA model and staffing.
- The pilot location at the former Cold Springs School.
- Plans for expansion after successful pilot.

Key Responsibilities:

Program Management and Oversight

- Oversee the day-to-day operations of Missoula Child Care Advantage (MCCA), ensuring smooth implementation of all activities and adherence to timelines and goals.
- Maintain and enhance the current structure of MCCA, ensuring that all participants are effectively engaged and supported.
- Develop and implement strategies for increasing the number of businesses participating in the MCCA program.
- Identify and implement new opportunities to enhance the MCCA model through additional shared services, resources, and partnerships.
- Expand the network of participating providers.
- Collaborate with internal teams or funders to identify potential revenue sources and maintain financial sustainability for the program.

Stakeholder Engagement and Relationship Building

- Cultivate and maintain relationships with local businesses, child care providers, and other community stakeholders.
- Serve as the primary point of contact for businesses, child care providers, and families, addressing inquiries and providing support as needed.
- Collaborate with community partners to advance the program's visibility and sustainability.
- Schedule, plan, and facilitate team and stakeholder meetings.
- Staff the Missoula Child Care Task Force.

Outreach, Event Planning and Communications

- Plan, coordinate, and execute events that promote the MCCA program, including workshops, networking events, and community outreach initiatives.
- Develop and implement strategies for increasing program visibility, including outreach to businesses, child care providers, and service providers.
- Maintain regular communication with stakeholders via newsletters, social media, and other outreach methods to promote engagement.
- Maintain and update the MCCA program website, ensuring content is accurate, up-to-date, and user-friendly.
- Develop and share digital content, including blog posts, success stories, and program updates, to engage audiences online.

Continuous Improvement and Reporting

- Monitor program performance, analyze data, and prepare regular reports on the program's effectiveness, challenges, and successes to funders, the UWMC board and for community education purposes.
- Provide feedback and recommendations to improve the program's overall impact and efficiency.
- Participate in regular meetings with internal teams, community stakeholders, and funders to report on program progress and discuss potential improvements.
- Regularly assess program impact and make recommendations for continuous improvement.

General Duties and Expectations:

- Participate in UWMC fundraising, public awareness, and advice as requested.
- Treat colleagues and community contracts with respect and courtesy.
- Comply with UWMC Employee Handbook and Policies.
- Complete work in a timely manner and meet deadlines.
- Other duties as required.

Qualifications:

Minimum Qualifications:

- Combination of education and experience needed to lead an innovative and high-profile collaborative program with many community stakeholders.
- Demonstrated ability to be a self-directed and creative problem-solver.
- Excellent written and oral communication skills.
- Experience working with diverse groups, communicating with a variety of audiences and managing competing priorities.
- Ability to both think big and attend to small details.

Preferred Qualifications:

- Direct experience with the early childhood education/ child care industry.
- Direct experience managing start-up organization(s) or initiative(s).
- Knowledge of the child care landscape and related issues in the Missoula community is a plus.

Physical Requirements- ability to

- Ability to read documents (paper and online)
- Perform computer tasks 6 or more hours per day- finger dexterity, repetitive motion
- Ability to speak on the phone and in person
- Occasional lifting to 25 pounds
- Valid Montana driver's license

The specific responsibilities outlined above describe the general nature and level of work expected. They represent typical duties necessary to perform the job successfully. This is not intended to be an exhaustive list.

How to Apply:

Interested candidates should submit a resume and cover letter outlining their qualifications, experience, and interest in the position to info@missoulaunitedway.org. The priority application deadline is May 16, 2025.