



## PRINCIPAL ASSOCIATE

### ABOUT SCHOOL READINESS CONSULTING

*Children are at the center of what we do.* The team at School Readiness Consulting integrates our expertise in strategic thinking, best practice, and evaluation to transform early learning and affirm the right of all children to thrive. Our comprehensive approach integrates our commitment to social justice and our expertise across practice, strategy, and evaluation to build equitable systems for young children, birth through third grade.

**SRC is looking for a dynamic Principal Associate to contribute to the organization's expanding portfolio.**

SRC's body of work includes independent projects and strategic partnerships with districts, cities, states and foundations to develop plans or strategic goals; provide technical assistance and advising; build capacity; engage stakeholders in early childhood systems, and develop communications and storytelling approaches.

### POSITION OVERVIEW

The Principal Associate provides equity-focused leadership in strategic planning, technical assistance, research, storytelling and project management on projects within School Readiness Consulting's (SRC) local and national portfolio. The Principal Associate manages projects, with a particular focus on project planning, implementation and ongoing reflection. The Principal Associate also leads and/or contributes to proposal and project conceptualization. In addition, the Principal Associate builds relationships and ensures productive communication with clients and other partners. The Principal Associate contributes to SRC's collegial and productive work climate and supports SRC operations. The Principal Associate reports to the Senior Director.

### ROLES & RESPONSIBILITIES

- **Manages projects** (conceptualizing and developing projects, creating a project management plan and task structure, leading communication with clients and stakeholders, overseeing project staff and consultants and delegating project work)
- **Leads content efforts** (conducting early childhood strategic planning, conducting research and evaluation, writing reports for policy audiences and stakeholders, and developing high-quality deliverables)
- **Contributes to development efforts** (conceptualizing, writing, and managing proposals, maintaining relationships and long-term partnerships with clients, and representing the organization through conference presentations, meeting attendance, and other external opportunities)
- **Positive contribution to SRC's organizational culture** (contributing to a positive work environment, collaborating with colleagues, supporting the organization's overall mission, and participating in team meetings, professional learning opportunities, retreats, and other organization-wide events)

### CORE QUALIFICATIONS

- Advanced degree in Early Childhood Education, Education Policy or related field (Master's degree required, Doctoral degree preferred)

- At least 5 years' experience managing projects including supervision of staff
- A demonstrated commitment to equity for all children evidenced in past projects and work samples
- Desire to work in a fast-paced environment, for a small, woman-owned firm
- Excellent writing, presentation and communication skills
- Ability to develop project deliverables independently
- Working understanding of key issues and trends in the early childhood education landscape
- Creativity and a high degree of initiative to design and implement innovative solutions to complex challenges

Preference will be given to candidates who have: experience in early childhood systems development, experience implementing strategic efforts that include the input of a variety of stakeholders and/or providing large technical support efforts, expertise in writing and communications, and a capacity for collaborative teamwork.

We may also consider candidates who do not possess all of the above qualifications for a Senior Associate role.

### **COMPENSATION**

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Compensation is commensurate with experience; a competitive benefits package is provided.

### **TO APPLY**

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Interested candidates should send resume, cover letter and writing sample, to [jobs@schoolreadinessconsulting.com](mailto:jobs@schoolreadinessconsulting.com), indicating in the subject line the position title for which you are applying.

As an equal opportunity employer, SRC hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, gender identity or expression, marital status, veteran status, disability, or any other category protected by applicable law.