



Brazelton Touchpoints Center Children's Hospital Boston National Center for Parent, Family and Community Engagement Profile for Director of Knowledge Management

Background

In September 2010, the US Department of Health and Human Services, Office of Head Start (OHS), awarded the National Center on Parent, Family and Community Engagement to the Brazelton Touchpoints Center Children's Hospital Boston and 4 other organizational partners. The Center will identify and disseminate evidence-based best practices to Head Start programs nationally related to parent, family and community engagement practices that are positively associated with the development of and learning for children.

Expectations and Opportunities

The Director of Knowledge Management will oversee the development and implementation of the vision and strategy for knowledge management initiatives of the National Center on Parent, Family and Community Engagement. This is a senior-level position reporting to the Director of the National Center of Parent, Family and Community Engagement.

This position will be responsible for generating, identifying and conducting research on substantive issues in parent engagement and early childhood education. The Director of Knowledge Management will spearhead and manage a number of initiatives: thematic working groups, communities of practice and national convenings of thought leaders responsible for generating new thinking, and the production of materials and resources to advance the work of NCPFCE.

The ideal candidate will have significant experience in child development/early childhood education, especially with regard to children and families from diverse cultural and economic backgrounds. Candidate should possess a deep knowledge of leading research and policy regarding the role of families in the development and learning of children. A systematic approach to solving problems and the capacity to manage several initiatives are essential. Demonstrated experience in leading groups to meet desired objectives is essential.

Responsibilities

- Provide leadership for development and implementation of knowledge management initiatives in collaboration with senior management.
- Generate, identify and conduct research on substantive issues critical to parent engagement and early childhood development and learning.
- Spearhead and manage thematic working groups, communities of practice and oversee national convenings.
- Collaborate with other members of the NCPFCE team to develop written and multi-media materials and resources. Translate learning from Head Start community into multi-media products.
- Build and maintain strong working relationships through effective communications with internal and external stakeholders.

Qualifications

- Bachelor's degree. Master's degree preferred.
- Minimum 5 years of experience in project management or in managing cross functional teams, individual and teams of consultants and other stakeholders.
- Previous experience in early childhood education or public policy work, especially Head Start.



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- Experience in the creation and cultivation of virtual communities and social networks
- Strong interpersonal skills with a demonstrated ability to deal with senior level managers and thought leaders representing the public, nonprofit and private sectors, using multiple media.
- Stellar written and verbal communication skills for our intended audiences.
- Excellent computer systems skills; knowledge of and interest in new media/Web 2.0

Attributes

- Strong judgment, integrity and capacity to work under federal directives and scrutiny.
- A passion for the mission of the National Center and sensitivity to the needs of the children and families served by the Office of Head Start.
- Flexibility and agility in responding to changing deadlines, priorities and requests. Strong organizational skills.
- Self-starter and effective team player with a collaborative, collegial spirit.

To Apply

Interested and qualified applicants should send a resume and cover letter to Sue Heilman at ncpfce@childrens.harvard.edu, with subject line *NCPFCE Director of Knowledge Management*.

Children's Hospital Boston is an equal opportunity/affirmative action employer and encourages applications from women, minorities, veterans, persons with disabilities and bi-lingual candidates.