



**Job Title:** Child Care Start-up and Retention Navigator

**FLSA Status:** Full-Time, Exempt

**Salary Range:** \$54,000 to \$62,000 annually

**Benefits:** Health and Dental Insurance, Retirement Contribution (403B), Generous PTO, Life and Disability Insurance

**Reports to:** Senior Program Officer/Regional Director

### **Position Summary**

Looking for a rewarding career at an organization that does meaningful work? The Northland Foundation is looking to hire two Child Care Start-up and Expansion Navigators. This work aligns with the organizational mission to support communities in providing quality child care in the Northeast Minnesota region. Central to this work will be recruiting individuals and organizations interested in becoming licensed child care providers and assisting them in starting new licensed child care programs; retaining existing programs that may be at risk of closing; and expanding programs with the potential to grow. The geographic focus of this position is within the counties of Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, and St. Louis.

### **Essential Duties and Responsibilities**

#### **Outreach and Assistance for the Start-up, Expansion, and Retention of Child Care Business**

- Support individuals and organizations in the process of starting a licensed child care program and sustaining or expanding existing licensed child care programs, through individualized coaching and mentoring as well as through nurturing peer learning communities and networks.
- Assist with the child care licensing process, such as filling out the application and understanding regulations.
- Provide information and resources about best practices, such as environment setup, positive behavior guidance, curriculum and assessment tools, and licensing standards.
- Offer information and resources about child care business management, such as policies and contracts, budget, curb appeal, handling difficult conversations.
- Connect new and existing child care providers with financial resources.
- Promote professional development training, and business training and mentoring.
- Encourage child care providers to join Parent Aware, Minnesota's statewide child care quality rating and improvement system.
- Identify and implement long-term, systemic solutions for challenges faced by new and existing providers, to ensure sustainable change.
- Utilize diversity, equity, and inclusion strategies and principles to ensure equity for all racial and ethnic groups. Create connections and bridge understanding of licensing and program requirements across cultural differences.

### **Outreach and Recruitment**

- Implement outreach and recruitment activities to identify and recruit individuals and organizations interested in starting new licensed child care programs or in expanding existing licensed child care programs.
- Utilize provided market research and child care supply and demand data in combination with knowledge of local communities to strategically focus recruitment activities.
- Coordinate local outreach and recruitment materials with a statewide marketing and outreach campaign, ensuring that outreach and recruitment materials are culturally relevant and available in the languages needed by local communities.
- Assess potential child care providers' interest and readiness for starting a business.
- Use diversity, equity, and inclusion strategies and principles to ensure equity for all racial and ethnic groups in recruitment.

### **Community Partnerships**

- Build relationships with community partners who have an interest in increasing access to child care for families and who may have connections with potential providers.
- Grow and maintain collaborative relationships and referral processes with local community partners who also aid new and existing child care programs, including those providing professional development, financial support, and business start-up resources.
- Cultivate relationships with Black, Indigenous, and People of Color (BIPOC) community organizations to ensure recruitment and assistance activities are culturally responsive, such as Tribal partners in Northeast Minnesota: Leech Lake, Mille Lacs, Bois Forte, Grand Portage and Fond du Lac.
- Develop and maintain collaborative relationships with child care licensors to ensure applicants have the support they need through the licensing process, including licensing orientations and licensing timelines.
- Foster collaborative relationships with other community organizations, including child care associations, parent groups, school districts, businesses, and foundations.

### **Child Care Aware System**

- Collaborate with child care capacity building coaches in the Child Care Aware system and with other Child Care Aware staff, including Parent Aware Recruiters and Quality Coaches, CLASS Coaches, Grants Administrators, Professional Development Staff and Advisors, and Coordinating Office Staff.
- Connect providers to professional development training opportunities, grants, and Parent Aware coaching.
- Participate in meetings with child care capacity building coaches from other parts of the state to share successes and challenges and collectively refine strategies.
- Contribute to developing and maintaining referral processes across services in the Child Care Aware system.

### **Data Collection, Training and Organizational Supports**

- Maintain records of recruitment and assistance activities in a case management system, ensuring regular updates, confidentiality, and accuracy.
- Analyze data recorded in the case management system to guide capacity building activities, to allocate assistance resources based on need, and to monitor equity in program outcomes.
- Create and share reports to communicate participant experiences, program progress, and to contribute to efforts to identify and address systemic barriers and inequities,

especially in geographic areas with low access to infant/toddler care, as well as Black, Indigenous and Other people of Color and non-English speaking providers.

- Contribute programming expertise and strategy to support Northland Foundation related child care initiatives.
- Complete other duties as assigned.

### **Knowledge, Skills, Abilities**

- Associate's degree (or in progress) in child development, early childhood education or a related field. Bachelor's degree preferred.
- Previous experience in related job responsibilities, including coaching and mentoring.
- Ability to cultivate and manage relationships.
- Ability to work independently, to be resourceful and adaptable, and to work within a flexible schedule. Some evenings and weekend hours will be required.
- Strong interpersonal, organizational, planning, technology, and communication skills.
- Must hold a valid driver's license, current insurance coverage and access to a reliable vehicle for work related travel. Position requires up to 25% travel.
- 25 hours of Achieve/Develop approved training in early childhood education within the last 5 years or a commitment to complete this training within the first 6 months of hire.
- Knowledge of MN Rule 2 and/or Rule 3 child care licensing regulations, and familiarity with family, friend, and neighbor (FFN) child care and legally non-licensed (LNL) child care.
- Experience starting a child care program or as the owner or director of a licensed family child care program, group family child care program, or child care center.
- Demonstrable commitment to Northland's value of belonging (effort to help all people be fully a part of their community).

### **Work Environment and Physical Demands**

Our office location is in downtown Duluth, but most of our employees work remotely from different communities in our region. Our main requirements for remote work are a stable, reliable internet service and cell phone service. This role requires the ability to sit or stand at a computer in an office or home-office environment for an extended period of time and the ability to occasionally lift light objects (up to 25 pounds).

### **APPLY:**

If interested, we ask for the following:

1. In the body of an email, please write up to three paragraphs (about 3-7 sentences in each paragraph) telling us why you are interested and about your qualifications for the position. You will not receive more or less consideration because of a longer or shorter email.
2. Attach your resume to the email and, if you have one, share a link to your LinkedIn profile.
3. Please send your email to Julie Weisgerber – [Julie@northlandfdn.org](mailto:Julie@northlandfdn.org)

**Application Deadline: 4:00 p.m. on June 9, 2025.**