

## **Planning Consultant: A Running Start Early Childhood Policy Fellowship The Fund for Philadelphia**

### **Overview**

The Planning Consultant will conduct research and development for the Running Start Early Childhood Policy Fellowship Program. The goal of this program is to develop a cadre of emerging professionals of color who are equipped to assume organizational leadership and policy roles in Philadelphia's nonprofit and public early childhood sectors. The Planning Consultant will work with a team of advisors and stakeholder groups to develop the program. S/he will report to the Director of Children and Youth Strategies in the Mayor's Office of Community Empowerment and Opportunity (CEO). The Fund for Philadelphia has been delegated by CEO to serve as fiscal sponsor for this project. This is a part-time consultancy for six months.

### **1. Services to be Performed**

The Planning Consultant will conduct research, writing and program development for the Running Start Early Childhood Policy Fellowship, culminating in a program design, fundraising plan and additional deliverables that are described below.

#### **Tasks**

Coordinate and conduct planning for a citywide fellowship program for emerging professionals of color. This will include the following tasks:

- Conduct best practice research based on written sources and selected oral interviews
- Convene representatives of nonprofit and public sector stakeholder agencies: issue invitations, draft agendas, organize logistics, and synthesize findings from discussion
- Survey stakeholder agencies about their capacity to host Fellows and analyze responses
- Conduct foundation research
- Develop the role of the Advisory Board and identify potential members
- Draft criteria for selection of host agencies and fellows

#### **Deliverables**

- A research brief that summarizes findings of best practice research
- Up to three convenings with representatives of nonprofit and public sector stakeholder agencies
- A written document that summarizes stakeholder agencies' readiness to host Running Start Early Childhood Policy Fellows and identifies their capacity-building needs
- A fundraising plan
- A description of the competencies participants are expected to develop through the fellowship and a plan to evaluate the effectiveness of the program
- Fundraising materials including a project budget, proposal template and timetable
- A description of the Advisory Board's role and list of proposed members
- Criteria for selection of fellows and host agencies

### **2. Qualifications**

- **Knowledge and Skills**
  - Excellent research, writing and oral communication skills
  - Knowledge of professional education, career placement and/or leadership development best practices in one or more relevant fields
  - Understanding of challenges faced by people of color in nonprofit and public sector careers

- Ability to work with a wide range of nonprofit and public sector organizations
- Minimum of Bachelor's degree; Master's degree preferred.
- Experience
  - Conducting best practice and foundation research
  - Qualitative data analysis
  - Writing background papers and successful grant proposals
  - Program design
  - Project management
  - Track record of successfully meeting deadlines
- Desirable
  - Familiarity with relevant professional networks in local communities of color

### 3. Term

This engagement will begin on or about August 15, 2017 and continue through February 15, 2018.

### 4. Organizational Background

The Mayor's Office of Community Empowerment and Opportunity (CEO) will administer this project. CEO works to increase opportunities for low-income individuals, families and communities through Shared Prosperity Philadelphia (SPP), the city's plan to fight poverty. One of SPP's five pillars is school readiness. In June, 2015, the agency released *A Running Start Philadelphia*, a public-private initiative designed to increase access to high-quality early learning opportunities for children from birth to age five, beginning with those who are at greatest risk of poor outcomes. CEO provides backbone support to A Running Start, which works to improve access to high-quality early learning opportunities; the supply of such opportunities; workforce quality and compensation; alignment between early childhood and K-3 systems; and the infrastructure that supports this work. More information about A Running Start is available at <http://www.sharedprosperityphila.org/wp-content/uploads/2017/01/A-Running-Start-Philadelphia-Executive-Summary.pdf>.

Another one of CEO's pillars is workforce development. As part of this effort, the agency has played a leading role in designing the Mayor's workforce development strategy, which will roll out in September, 2017. The goals of the Running Start Early Childhood Policy Fellowship are aligned with that plan.

The Mayor's Fund for Philadelphia (the Fund) works in close partnership with the City of Philadelphia and private sector partners to develop and run initiatives that reflect Mayoral priorities and seek to improve the quality of life for all Philadelphians. The Fund serves as the fiscal sponsor of this project.

### 5. To Apply

To apply to serve as Planning Consultant, please submit the following **August 2<sup>nd</sup>, 2017 at 5 pm** to [ARunningStartPhila@gmail.com](mailto:ARunningStartPhila@gmail.com):

- Cover letter describing your interest, skills and qualifications for this role
- Resume; and a
- Writing sample.

No phone calls please.