

## **Job Posting: Program Director**

The ICA Group, a nonprofit dedicated to advancing businesses and institutions that center worker voice, grow worker wealth, and build worker power, seeks a full-time Program Director. The Program Director is responsible for leading ICA's work in the child care industry implementing cooperative models that benefit child care business owners and workers.

The Program Director will work with and lead a team of consultants, analysts, and program staff. The work involves developing and maintaining relationships with key stakeholders, conducting research and policy work, and building a communications strategy that centers cooperative models as a strategy that can strengthen the child care sector.

Once the pandemic ends, this position can be based out of the ICA Group's office in Boston or Northampton, Massachusetts, with the possibility of remote work within the United States for the appropriate candidate. Once the pandemic ends, this position requires traveling within the United States approximately 1-2 times per month.

## **About the ICA Group**

The ICA Group is a leading expert on worker ownership and the oldest national organization dedicated to the development of worker cooperatives. We are a mission-driven nonprofit organized as a worker cooperative and are dedicated to bringing strategic analysis and industry-focused support to the worker ownership sector. Our business expertise is bolstered by a deep understanding of worker ownership and other worker-centered structures, and a commitment to serving low-wage workers and communities of color.

## **Key Responsibilities**

### **Program Vision and Leadership (30%)**

- Work closely with ICA's leadership and program staff to shape the vision, scope, and strategy for ICA's work in the child care industry
- Work closely with the program team to develop and manage work plans
- Ensure timely production of high-quality work-product, achievement of milestones, and reporting to clients and funders
- Serve as a thought leader on the child care industry and build professional and technical knowledge to inform organizational programming

### **Outreach and Relationship Management (40%):**

- Develop and implement an outreach strategy that supports an increase for cooperative models in the child care sector
- Identify, develop, and maintain partnership with key stakeholders, including child care policymakers, industry experts, funders, and local partners
- Seek out and secure additional funding streams for ICA's child care work
- Provide direct support to child care businesses
- Develop cooperative models in the child care sector in targeted geographies, specifically New York City and Massachusetts.

### **Communications (20%):**

- Work with the program team to identify and frame the critical strategic and organizational issues facing ICA's child care clients
- Serve as a spokesperson for ICA at regional conferences, events, and meetings
- Develop resources and materials about cooperative models in the child care sector
- Partner with ICA communications team to develop a strategy to promote cooperative models in the child care sector

### **Organizational Development (10%)**

- Serve as a leader within ICA and work with other program leads to expand ICA's mission and national reach
- Identify and deliver insights from clients that will be broadly applicable to other areas of ICA's work
- Contribute to the ICA Group's strategy and communications by developing consulting tools and resources, generating research from client work, and serving as a subject matter expert

### **Minimum Requirements**

- Demonstrated organizational leadership, including effective management of program deliverables, team management, and ability to effectively manage program staff
- Demonstrated experience cultivating and managing strategic partnerships with diverse stakeholders, including funders, policymakers, and community-based organizations
- Ability to communicate with a broad range of people and institutions confidently and effectively, with a critical analysis of power, privilege, race, class and gender
- Advanced knowledge of the child care industry
- Interest in building the field of employee ownership

### **Additional Desired Capabilities**

- 5+ years of relevant professional experience
- Familiarity with cooperative business models

- Experience developing and managing outreach campaigns
- Ability to work well under pressure and manage multiple concurrent projects and deadlines
- Demonstrated team orientation and ability to provide and accept feedback
- Demonstrated ability to build relationships with diverse clients and stakeholders
- Comfort working in a fast-paced and self-directed environment
- Personal and intellectual commitment to systemic economic change
- Excitement and interest in helping a growing organization scale effectively, and an enthusiastic interest in taking on new responsibilities and roles as this happens

## **Compensation and Benefits**

The salary range for this position is \$73,000 to \$78,000. ICA uses a salary scale and the specific salary within that range is determined by years of experience. The ICA Group provides a generous benefits package including 4 weeks of vacation, 12 paid holidays, 8 days of sick leave, and health insurance.

## **About Working at the ICA Group**

The ICA Group is a rapidly growing nonprofit with 17 current staff members. 60% of staff have worked at ICA for 2 years or less. All staff members are expected to help build organizational capacity, processes, and culture. Approximately 60% of the ICA Group staff work in our offices in Northampton and Boston and 40% work remotely from east coast locations, though due to Covid-19 everyone is currently working from home. We utilize technology and virtual meetings on a daily basis, and prior to Covid-19, held quarterly in-person meetings at our Northampton office. Our staff enjoy highly satisfying work in a diverse and stimulating environment. We are committed to a workplace culture that supports work-life balance and flexibility for working parents and other caregivers.

At the ICA Group, we value diversity, equity, and inclusion. We believe that in order to build a new economy where working people lead and own democratic workplaces, leaders in cooperative development must reflect the communities they serve. We support equitable opportunities for all people and we strongly encourage candidates from diverse backgrounds, people of color, women, individuals from the LGBTQIAA+ community, and others who identify as a part of historically marginalized communities to apply for open positions at the ICA Group.

## **To Apply**

Applications will be accepted on a rolling basis, however, applicants are strongly encouraged to apply by December 31st. To apply, please upload a resume and cover letter as a single PDF and a short writing sample and provide answers to the screening questions using the form on our website at: **INSERT LINK**

## **Screening Questions**

Please provide brief (3-5 sentence) responses to each of these questions:

1. Please briefly describe your most recent experience leading or managing a team.
2. In your opinion, what are some of the toughest challenges facing the child care industry?
3. If you worked at a child care business that was working with the ICA Group on a transition to employee ownership, what would you want out of your relationship with the ICA Group?