



Job Posting for  
**Early Childhood Consortium  
Assistant Project Director  
(Grant Funded)**

IBHE has been supporting higher education in Illinois for more than 50 years. We are a dedicated team of professionals, overseen by a Board appointed by the Governor, working for a strong, equitable higher education system, which we believe is essential for the state to thrive. We work with leaders in colleges, universities, state and federal government agencies, governors, legislators, and other entities to strategically further this mission.

In its strategic plan, [A Thriving Illinois: Higher Education Paths to Equity, Sustainability, and Growth](#), IBHE has identified three goals and 25 strategies to help achieve its vision of a higher education ecosystem that ensures individuals, families, and communities across the state thrive.

- **Equity** – Close equity gaps for students who have been left behind.
- **Sustainability** – Build a stronger financial future for individuals and institutions.
- **Growth** – Increase talent and innovation that drives economic growth.

The Board recognized that these goals are being developed in a particular context:

- COVID-19 has shaped and will continue to reshape the educational experience
- Racial injustice can no longer be ignored
- Changes in the nature of work are accelerating
- Innovative disrupters to traditional postsecondary education are growing
- Budget challenges are exacerbated

We are looking for an **Assistant Project Director** to assist in the development of the Early Childhood Access Consortium for Equity, one of the strategic plan strategies. IBHE, state agencies, and public two- and four-year institutions of higher education are launching a statewide consortium of institutions to make coursework available for members of the incumbent early childhood care and education workforce. The Consortium will ensure courses are offered when and where students need, with program delivery and student support services that are specifically targeted to meet the needs of working adults. One-time federal resources will be used to provide financial supports to students and institutions. More information can be found in legislation establishing the Consortium [here](#).

The ideal candidate will possess:

- A passion for public service and education
- Experience in the field of early childhood care and education and related workforce development, systems, and policy issues

- Knowledge of higher education administration or experience working with initiatives involving multiple institutional partners
- Experience in working on large projects from inception through completion
- Good verbal and written communication and interpersonal skills

### **Major Duties and Responsibilities**

- Assists the Project Director in the successful establishment of the structure, governance, and operations of the Consortium and timely progress toward Consortium goals.
- Coordinates communication with representatives from other Illinois state agencies included on the Steering Committee.
- Conducts research as needed to inform the Project Director and other stakeholders of best practices and successful precedents with regard to higher education consortia nationally and internationally.
- Updates work plan at the direction of the Project Director to ensure timely progress towards achieving Consortium goals.
- Coordinates the grantmaking process for Consortium-related activities from disbursement of funds to collection of reports.
- Assists in the preparation of reports for the General Assembly, the Governor, and the Advisory Committee on the progress made by the consortium.

### **Education and Experience**

- Bachelor's or Master's degree in public administration, higher education, or a related field; at least two or more years of relevant experience working in an education field.
- Knowledge and experience in the field of early childhood care and education and/or higher education.

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

- Commitment to public service and passion for education
- Excellent interpersonal skills, with a strong focus on collaboration and teamwork
- Demonstrated ability to work with a variety of constituents and stakeholders, such as Board members, senior government executives, elected officials, institutional officers and leaders, private sector leaders, and community-based partners.
- Excellent problem-solving and written and verbal communication skills.
- Strong project management skills.

### **Work Location**

Work locations are Chicago, IL and Springfield, IL, with the possibility of some remote work. Travel within Illinois is expected, as required by the work.

### **Salary**

Salary is commensurate with experience. We offer the state's competitive employee benefits package. **This is a temporary grant-funded position with a term of up to three (3) years.**

**Applicants should have no expectation that this position will be funded once the grant term ends.**

### **Application Process**

For full consideration, submit (1) letter describing your interest in the role and how you meet the qualifications, (2) resume, and (3) at least three professional references including names, professional titles, and current emails and phone numbers.

Interviews will begin as soon as possible and will be conducted virtually. This posting will remain open until filled. Please submit your materials by e-mail to:

[humanresources@ibhe.org](mailto:humanresources@ibhe.org)

We are committed to a diverse and inclusive workforce by ensuring all our staff work in an environment of openness and acceptance. We strive to foster a community where people of all backgrounds, identities, and perspectives can feel secure and welcome. We also value the well-being of each of our employees and are dedicated to creating a healthy place to work. As an Equal Opportunity Employer, we strongly encourage veterans, individuals with disabilities, women, and minorities to apply.

IBHE is an equal opportunity employer committed to a diverse workforce. In compliance with the Americans with Disabilities Act and the Illinois Human rights Act, state agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the state provide reasonable accommodations upon request by individuals participating in all steps of the employment process. This includes the State of Illinois interview process.